NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Campus Security Officer

Department: Plant Services
FLSA Status: Non-Exempt
Grade/Level: Maintenance III

Job Status: Full Time
Reports To: Security Coordinator
Amount of Travel Required: No travel required
Positions Supervised: None

Purpose: Under the supervision of the Security Coordinator, the Security Officer is responsible for the safety and security of the college community. Responsible for enforcing the college rules, parking and traffic regulations, and providing other security and safety related services.

Major Responsibilities:
- Patrols parking lots and issues college parking citations to illegally parked vehicles.
- Patrols outlying buildings (baseball, softball, and soccer fields, rodeo arena, maintenance and college farm)
- Patrols buildings and checks entrances and exits to ensure they are locked or unlocked as needed.
- Provides assistance to members of the campus community including jump-starting vehicles, and unlocking vehicles.
- Maintains daily log sheets.
- Empty trash containers.
- Provides information and assistance to visitors at facilities.
- Makes reports of incidents on campus.
- Watches for and reports any maintenance problems
- Reports all hazardous and dangerous conditions that may affect the safety and well being of students, employees and visitors.
- Assists with parking of vehicles.
- May perform others tasks on limited basis as required
- Performs related duties as assigned.
- Assists faculty after hours in obtaining, fuel for college vehicles.
- Assists students or faculty to assigned protection areas during severe storm warnings.
- Picks up mail take to post office.
- Provides escorts for members of the campus community.
- Removes problematic students from class rooms or campus areas.

Competency Statement(s)
- Communication - Ability to communicate verbally and in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Reliability - The trait of being dependable and trustworthy.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
QUALIFICATIONS:

**Education:** High school diploma/GED required; some college preferred.

**Experience:** Minimum of two (2) years of security or law enforcement.

**Licensure:** Individual must hold a Security Officer Commission Level 3 issued from the Department of Public Safety (DPS) Private Security in accordance to the State Occupations Code 1702; must also possess a valid Texas Class “C” driver’s license.

**Note:** Retention of this position is contingent upon obtaining and maintaining the required licenses.

**Skills and Abilities:**

- Must be familiar with security of buildings and people. Have good communications skills. Must be able to make decisions on actions to be taken in incidents. Have a valid driver’s license and good driving record.
- Must be able to interact with a diverse campus population.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

- Extreme – heat or cold. Wet or iced surfaces. Vehicle engines. Moving vehicles

**Physical and Mental Requirements**

- Must be able to stand and/or walk long periods of time. Be mentally alert at all times. Able to work all shifts. Physically unimpaired. Be aware of surroundings at all times.

This is an outside roving position with some safety/health hazard potential.

SIGNATURES:

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<tr>
<th>Position</th>
<th>Date</th>
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<tr>
<td>Campus Security Officer</td>
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<tr>
<td>Security Coordinator</td>
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<td>Director of Plant Services</td>
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<td>Vice President for Administrative Services</td>
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<td>President</td>
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**JOB DESCRIPTION DEVELOPED:** 2009

- Reviewed: 5/2009
- Revised: 5/2009
- Preparer: Dale Files, Tim Johnston, Jerry Henry