

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Director of Campus Safety

POSITION OVERVIEW

Reporting to the Vice President for Financial and Institutional Services, the director manages the operations and personnel of the Campus Safety Department to provide a safe and secure environment for the campus community. This director oversees and coordinates all emergency preparedness programs and initiatives including representing the Academy to national, state, and local emergency management professionals. Responsible for providing education and training in emergency management principles and procedures for both the safety staff and the entire campus community. The Director of Campus Safety will apply topical expertise to both develop appropriate emergency protocols and training, and to respond as appropriate to campus emergencies. Fulfilling these responsibilities involves working closely with the Director of Facilities.

DUTIES

- Schedules, supervises, and trains Campus Safety personnel to provide for the safe and secure environment for the entire campus community
- Serves as primary emergency management liaison with local, state, and national agencies, to include Hancock County Emergency Management Agency, State Police and other community agencies.
- Prepares, monitors and submits reports and logs regarding campus activities, incidents on campus, and investigations for administrative and criminal processing.
- Ensures all post-accident/incident reports are properly prepared and timely submitted.
- Develops and implements plans for parking, traffic control, emergency response, crowd control, and related safety/security issues in conjunction with Facilities.
- Works closely with town and Academy officials to provide appropriate fire safety, parking, and security for major Academy events.
- Plans, implements, and evaluates the Campus Emergency Management Plan to ensure campus-wide emergency management preparedness, including regular drills and exercises.
- Develops and implements safety and prevention programs for the campus community.
- Actively responds to and manages various emergency situations campus-wide as they arise
- Thoroughly investigates, reports and/or remediates issues that threaten the safety and security of the campus.
- Develops, recommends and implements procedures for maintaining security and safety on the campus.
- Participates actively in decisions affecting campus security/safety; and provides consultation and recommendations to other Academy officials regarding security/safety issues.
- Develops and maintains close and effective working relationships with Academy officials, faculty, staff, and students; and with town officials and departments.

- Participates actively in committees or other groups to plan necessary security and safety services for the campus.
- Manages the maintenance, use and scheduling of campus vans and other vehicles used by faculty and staff, including driver approval for MMA vehicles.
- Manages weapons storage.
- Secondary departmental responsibilities include occasional lock-out services and assistance to guests and new employees on an as-needed basis.
- Other duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties, which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy.

REQUIREMENTS

- Bachelor's Degree in Criminal Justice preferred or equivalent combination of education and related field experience.
- Minimum of 5 years' experience in campus safety, security or law enforcement with significant supervisory and/or experience in coordinating efforts in large organizations.
- Minimum of 3 years' prior managerial or supervisory experience.
- Demonstrated knowledge of recent developments in campus security and/or law enforcement practices, policies, and procedures.
- Knowledge of relevant laws and regulations applicable to Academy security.
- Thorough understanding of security and emergency practices and knowledge of technical security and safety concepts and equipment.
- Report writing sufficient to represent the Academy to the public and government agencies as well as the campus community
- Thorough and up-to-date knowledge of CLERY Act reporting requirements.
- Thorough and up-to-date knowledge of workplace/campus safety requirements.
- Previous experience within an academic/educational institution strongly preferred.

SKILLS

- Ability to embrace the school's mission
- Highly professional and ethical standards for handling sensitive situations
- Organizational and managerial skills to run a multi-faceted department
- Strong interpersonal, written and oral communication skills
- Ability to work effectively with a wide range of constituencies
- A professional approach to management and leadership
- Ability to hire, manage and motivate a 24/7 workforce
- Ability to plan, prepare, implement, and document training programs.

SPECIAL REQUIREMENTS

- Criminal Background check required
- Valid driver's license, clean driving record
- CPR/First Aid (including AED)

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include staff, faculty, alumni, parents, students and various external and internal constituencies;
- This job requires the capacity to work evenings and several weekends as necessary
- Position requires the director to be on-call for after-hours emergencies, with back-up coverage by staff for vacation periods.
- Must be able to traverse the campus grounds which include hills, paths and access MMA's ships and boats. Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms to maintain balance walk through narrow passages;
- Occasional exposure to extremes in weather, including rain, sleet, snow.
- Frequent use of keyboard and computer screen;
- Occasionally lift and move up to 50 pounds.