

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Campus Safety Officer

POSITION OVERVIEW

The Campus Safety Officer maintains a safe and secure environment by patrolling and monitoring Maine Maritime Academy's campus to ensure the welfare and safety of the students, employees and visitors are protected. The employee will patrol the campus by foot and by vehicle in accordance with departmental procedures verifying all facilities are properly secured. He/she will work closely with Student Services to ensure the students are safe by following the Academy's rules. This position will work with the campus community by responding promptly and professionally to customer requests for assistance with student-related issues, parking questions or emergency situations. This position will be expected to respond to campus emergencies, incidents and other health and safety concerns. This position description applies to both part-time and full-time positions.

DUTIES

- Ability and endurance necessary to work the hours needed to complete the job.
- Attendance at all mandatory meetings.
- Regular attendance required and ability to be flexible about schedule.
- Keep direct supervisors and director apprised of issues as they arise.
- Respond courteously to members of the MMA community, students and the public.
- Assist in maintaining required records according to campus policies and regulatory requirements.
- Provide emergency response support for the campus during working hours and from time to time off work hours.
- Work with the campus personnel and safety committee to promote safe work practices.
- Report daily to the Director or their designated surrogate providing updates on campus-related issues.
- Knowledgeable about campus policies and procedures, especially as they relate to safety and security. Ability to follow and execute same.
- Assist visitors by answering questions or providing information and/or assistance.
- Assist the Facilities Department with shovelling snow or spreading salt/sand on the sidewalks.
- Patrol the campus by foot and off-campus by vehicle to identify any suspicious activity, potential safety hazards or security concerns.
- Enforce campus parking rules by assisting students, employees or visitors with parking questions or issuing parking tickets.
- Patrol and secure campus buildings, identifying any security issues, maintenance needs or other concerns by both logging and reporting issues to supervisor.
- Investigate campus incidents and document the facts by preparing an accurate incident report in a timely manner
- Maintain a shift log detailing activities, events or occurrences.
- Responds to building fire alarms, assist occupants with evacuating the building and work with the fire department to identify the cause of the alarm.

- Respond to campus emergencies and request assistance from first responders (i.e. police, fire, medical, etc.) as necessary.
- Assist residential life personnel with student-related issues.
- Ensure weapons stored on campus are inventoried and secured in accordance with the departmental procedure.
- Maintain and inspect life safety equipment, including but not limited to: AED's, eyewash stations, fire extinguishers, smoke detectors, etc. as directed in accordance with department and manufacturer's protocols.
- Performs other duties as assigned.

SKILLS

- Ability to take instruction from supervisors: quickly and effectively carry out orders during both normal working environments and emergency situations
- Ability to read, analyze, and interpret safety documents, SOPs and manuals.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to multitask in a fast-paced work environment.
- Ability to maintain composure in a stressful environment.
- Must be detail oriented and effectively communicate with students, employees, residents of Castine and State/Local agencies.
- Must be able to effectively and accurately document facts as they are reported and/or witnessed.

QUALIFICATIONS

- High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.
- Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must be able to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees.
- Working knowledge of Microsoft Word/Excel, ability to search internet and use campus email.
- Criminal background clearance.
- Must obtain or possess CPR/First Aid/AED certification.
- Valid, clean driver's license.

PHYSICAL DEMANDS/ENVIRONMENT

- Schedules flexibility required, shift work, weekend and overnight hours required, occasional call-ins
- This position requires physical exertion standing, walking, running and climbing up and down up to four flights of stairs.
- Uses hands and arms to reach, lift, and/or carry on occasion
- Ability to walk across campus, up and down hills and onboard ship(s).
- Position occasionally lifts up to 50 pounds.
- This position requires frequent hearing, listening skills.
- Visually assesses situations involving campus life safety and security.
- Noise level is moderate to loud noise when walking in and out of mechanical rooms and exposure to fire alarm systems.

Maine Maritime Academy Position Factor Evaluation

Job Title: Campus Safety Officer Job Code: 1170
 Wage Grade: 13 Total Points: 348

| | <u>Factor</u> | <u>Degree</u> | <u>Points</u> |
|---|--|---------------|---------------|
| 1 | Knowledge and Skill | 4 | 144 |
| 2 | Effort | | |
| | I. Mental and Visual Effort | 4 | 32 |
| | II. Physical Effort | 3 | 30 |
| 3 | Responsibility for Cost Control | 3 | 24 |
| 4 | Responsibility for Others | | |
| | I. Injury to Others | 5 | 40 |
| | II. Supervisory Responsibility | 1 | 8 |
| | III. Sensitive Information and Records | 2 | 16 |
| 5 | Working Conditions | 3 | 30 |
| 6 | Responsibility for External and Internal Relations | 3 | 24 |

Date of last reclassification 05/2017