

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CAMPUS SECURITY GUARD **GRADE:** 99

TITLE ABBREVIATION: CAMP SEC GUARD **TITLE NO.:** 6126

JURIS.CL: NC **SALARY CODE:** 11 **EEO CODE:** PS **FLSA CODE:** NE

DEPARTMENT: COMMUNITY COLLEGE **DIVISION:** MAINTENANCE

SUPERVISOR'S TITLE: DIRECTOR OF SECURITY AND SAFETY

DISTINGUISHING FEATURE OF THE CLASS: The work involves responsibility for providing security control of the campus and buildings of Orange County Community College. Work is performed in accordance with established policies and procedures and involves direct contact with the general public while maintaining an orderly flow of personnel and orderly conditions both in and outside of buildings. Work is performed under the supervision of the Director of Security and Safety. Work involves evenings and weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains security within and outside the buildings on the Orange County Community College Campus;
2. Provides security and protection for special events and activities taking place on the campus, e.g., athletic contests, stage plays, conferences, seminars, special meetings of faculty, etc. to assure that all precautions are taken to provide security and protection for participants and public;
3. Maintains and enforces order and discipline, investigating for any disturbances or unusual conditions;
4. Observes safety hazards on campus, i.e., lights that need to be replaced, broken sidewalks, and reports such hazards to the supervisor;
5. Participates as part of a team for monitoring and executing fire drills;
6. Prepares reports of any outstanding disturbances, security conditions or infraction of college rules and regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to deal with people and act quickly in an emergency; ability to decide upon appropriate course of action; ability to maintain order; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT: Must possess at time of application (and maintain throughout employment), a current identification card reflecting registration by the State of New York, Division of Licensing Services, as a Security Guard.

NOTE: Active duty police officers in New York State are exempt from the Special Requirement. However, police officers separated from service (i.e. retired) are considered civilians and must register as a security guard and complete all training.

9/1/05