

PUBLIC SAFETY OFFICER/MAINTENANCE TECHNICIAN

Summary

This position is responsible for a combination of public safety, maintenance, and grounds duties dependent upon the Academic Calendar. Throughout the fall and spring semesters, this position serves primarily as a public safety officer, typically on the graveyard shift, and has secondary responsibilities to the Maintenance Department. The public safety officer serves the staff and students of the University to ensure a safe learning environment and enable student success. Under the direct supervision of the Director of Public Safety, the Public Safety Officer is responsible for the safety of students, faculty and staff, and the security of university facilities. Secondary to these duties, this position will perform routine maintenance tasks and respond to maintenance-related issues that occur during the shift. Throughout the summer, unless needed by Public Safety to serve camps or conferences, the position will flex to a day shift schedule, working with the maintenance/grounds department. The employee is required to wear proper uniform and identification when on duty.

Duties and Responsibilities

Public Safety Officer duties include but are not limited to:

- Be available to offer assistance to students and faculty/staff
 - Supply escort on campus or immediate surrounding area when requested
 - Unlock doors for individuals with proper identification and pass or prior approval
 - If necessary, render first aid and call police or 911 when necessary
- Become efficient in and maintain a working knowledge of all Public Safety information systems.
- Monitoring electronic locking software.
- Make rounds and check all campus buildings at regular intervals
- Maintain call and computerized duty logs as assigned
- Fill out incident reports when appropriate
- Perform safety inspections as assigned & report issues
- Act as liaison between law enforcement and the University when on duty
- Issue vehicle parking citations
- Assist in management of the University vehicle fleet
- Maintain a strong working relationship with local law enforcement and emergency services.
- Work additional shifts as necessary to ensure normal operations
- Remain on campus until relieved by another officer
- Other duties as assigned

Maintenance/Grounds duties include but are not limited to:

- Provide emergency and unexpected maintenance services during shift hours
- Empty trash receptacles, as needed
- Reset breakers
- Replace non-working lights
- Change ceiling tiles
- Replace air filters on a rotation schedule
- Address emergency plumbing issues as they arise on shift
- Mows lawns to appropriate heights (summer only)
- Trims lawns (summer only)

- Edges lawns (summer only)
- Fertilizes lawns, trees and shrubs (summer only).
- Controls weeds by cultural control or timely application of appropriate herbicides (summer only)
- Uses blower to clean landscaped areas (summer only)

Skills and Abilities

- Effective interpersonal and communication skills in dealing with others to ensure that requests or needs are met
- Ability to work with others and independently
- Problem solving skills including the ability to acknowledge and clarify inquiries, requests, or complaints to ensure that needs are identified, documented and addressed
- Ability to prioritize and manage multiple tasks simultaneously and with minimal supervision
- Willingness to learn
- Enjoy working with college students

Qualifications:

Required:

- High School diploma or equivalent
- First aid with CPR training (must be obtained within six weeks of hire)

Preferred:

- Experience working in a university environment

Application Process:

Applications can be picked up and returned to the Public Safety Office, Seay Student Center or are available at and can be emailed to HumanResources@ozarks.edu. Applications will be accepted until the position is filled.