



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

CAMPUS PUBLIC SAFETY LIEUTENANT

A Classified Professional Position

Grade 184S – Salary Schedule 40

A. General Statement

This is public safety work at the first line supervisory level, involved in ensuring the safety and security of the College community and facilities as well as implementing and evaluating safety and security policies and procedures for the College community and facilities. Under direction, the employee trains, supervises and schedules staff, and assists management staff in coordinating services in directing traffic, enforcing parking regulations, securing College facilities and property, investigating complaints and minor incidents and correcting hazardous situations as they arise. Public contact is extensive, and involves students, staff, outside law enforcement and other agency representatives, and the general public for the purpose of providing policy and procedural enforcement within the scope of the department services. A moderate to high degree of independent judgment and creativity is required to resolve a high volume of minor and occasional major problems that arise. Consequences of errors in judgment can result in loss of employee time, property and can also impact the safety of persons and the security of property; however, supervisory controls limit the risk of serious consequences. The Campus Public Safety Sergeant can direct the work of other public safety staff and student assistants as assigned.

B. Examples of Essential Functions

A Campus Public Safety Lieutenant

1. exchanges information with Public Safety Department Chiefs and officers regarding policy and procedural information with students, staff, law enforcement and court system representatives and other agencies, and the general public; provides technical information related to safety and security issues; maintains liaison with local law enforcement agencies regarding services and emergency responses for the College; attends meetings, workshops, conferences and other activities to update skills and to obtain current regulations and other information; appears as a witness in court proceedings as required; participates in College, District and other groups, as assigned, to provide input on safety, emergency response and training, traffic control and a variety of other security issues;
2. trains, supervises and schedules the work of staff in conjunction or through direction of Public Safety Chiefs or Director; monitors the work of staff to assure compliance with department procedures; provides management staff with input into the evaluation of staff performance as assigned; trains and supervises the work of student assistants and other staff as assigned;
3. patrols buildings, classrooms and other facilities; secures doors and checks windows and other entrances; checks alarms systems and reports malfunctions; frequently monitors high security areas; monitors College buildings and surrounding property to prevent incidents of theft, vandalism and other activities that may cause injury or loss to students, staff, visitors and facilities; assists students, staff, visitors and the general public by opening and securing College facilities used for special activities and programs; directs

traffic and enforces College parking regulations; drives a motor vehicle to patrol property and to pick up and delivery materials;

4. investigates and reports on incidents that arise; observes and reports hazards; processes parking and other citations as assigned; reviews citation appeals;
5. researches, compiles data for reports and other materials; uses a variety of computer software to enter, modify and retrieve documentation, and to compose and prepare correspondence, bulletins, reports and other written materials; makes recommendations regarding the purchase of safety and other equipment and supplies.
6. Functions as a direct liaison to each Public Safety Chief, with daily briefings regarding each campus.

C. Non-essential Functions

1. Performs other related duties as assigned.

Knowledge, Skills and Abilities

1. Knowledge of California vehicle and Penal codes and other applicable local, State and Federal regulations pertaining to safety and security of personnel and property.
**Special courses; job experience; college courses.*
2. Knowledge of law enforcement and security service resources available in San Mateo County.
**Job experience; special courses; job training.*
3. Skill in leading and guiding the actions and movements of others to assure safety and security in emergency, crowd control or other situations that arise.
**Job experience; special courses; college courses.*
4. Skill in oral communication, including skill in giving clear and concise instructions and direction.
**Special courses; job experience.*
5. Skill in setting up and maintaining detailed and confidential computer and manual records.
**College courses; special courses; job experience.*
6. Skill in communicating respectfully, tactfully, diplomatically and sensitively with males and females who are diverse in their age groups, cultures, language groups and abilities.
**Job experience; life experience.*
7. Skill in using a variety of computer software to format and prepare correspondence, memoranda, reports, bulletins and other printed materials.
**College courses; job experience; special courses.*
8. Skill in written communication.
**College courses; special courses.*
9. Skill in First Aid and in Cardiopulmonary Resuscitation techniques and procedures.
**Special courses; job experience.*
10. Skill in training and leading the work of others.
**Job experience; special courses.*

11. Ability to work cooperatively as part of a customer-service team.

**Job experience; life experience.*

D. Physical/Other Requirements

This classification requires standing, walking, giving chase (running); reaching, stooping, pulling, pushing, climbing stairs and ladders of varying heights; visual comparison; good memory; data analysis; tact, diplomacy, sensitivity to others; oral communication, including persuasive communication; attention to details; flexibility and quick decision-making to handle sudden changes in environment and surroundings; driving a motor vehicle to patrol property and to pick up and deliver materials of light to moderate weight; and manual dexterity in order to perform the essential functions.

E. Education and Experience

This classification requires a combination of education and experience equivalent to completion of a POST-approved Basic Academy or equivalent, and successful in law enforcement or security services work experience of increasing responsibility that has included demonstrated knowledge of applicable security, law enforcement and Penal Code regulations; demonstrated ability to communicate effectively, constructively, sensitively and respectfully with males and females of diverse cultures, language groups and abilities; leading the work of others; sensitivity to, and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students; demonstrated skill in oral communication, including persuasive communication and giving clear, concise instructions; demonstrated skill in written communication; computer data entry, modification and retrieval; use of a variety of computer software to compose, format and prepare correspondence, memoranda, reports and other written materials; possession of a valid California Driver's License and an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) Certificate.

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