



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

PUBLIC SAFETY SERGEANT

A Classified Position
Grade 31 – Salary Schedule 60

A. General Statement

The Public Safety Sergeant performs public safety work at the lead level, involved in ensuring the safety and security of the College community and facilities. Under general supervision, the employee trains 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 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 lead the work of other staff and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges safety and security policy and procedural information with students, staff, law enforcement and court system representatives and other agencies, and the general public
2. Provides technical information related to safety and security issues
3. Maintains liaison with local law enforcement agencies regarding services and emergency responses for the College
4. Attends meetings, workshops, conferences and other activities to update skills and to obtain current regulations and other information;
5. Appears as a witness in court proceedings as required
6. 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
7. Trains and schedules the work of staff in conjunction with managers
8. Monitors the work of staff to assure compliance with department procedures
9. Provides management staff with input into the evaluation of staff performance as assigned
10. Trains and leads the work of student assistants and other staff as assigned

11. Patrols buildings, classrooms and other facilities
12. Secures doors and checks windows and other entrances
13. Checks alarms systems and reports malfunctions
14. Frequently monitors high security areas
15. 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
16. Assists students, staff, visitors and the general public by opening and securing College facilities used for special activities and programs
17. Directs traffic and enforces College parking regulations
18. Drives a motor vehicle to patrol property and to pick up and deliver materials
19. Investigates and reports on incidents that arise
20. Observes and reports hazards
21. Processes parking and other citations as assigned and reviews citation appeals
22. Researches, compiles data for and prepares training manuals, department procedures, reports and other materials
23. Uses a variety of computer software to enter, modify and retrieve documentation, activity logs and other data, and to compose and prepare correspondence, bulletins, reports and other written materials
24. Makes recommendations regarding the purchase of safety and other equipment and supplies
25. Performs other related duties as assigned

C. Requirements

1. Graduation from high school and completion of a POST-approved Basic Academy or equivalent
2. Successful law enforcement or security services work experience of increasing responsibility that has included demonstrated knowledge of applicable security, law enforcement, and Penal Code regulations
3. Demonstrated ability to communicate sensitivity, constructively and respectfully with people of diverse genders, cultures, language groups and abilities
4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students
5. Demonstrated skill in oral communication, including persuasive communication and giving clear and concise instructions
6. Demonstrated skill in written communication
7. Experience with training and leading the work of others
8. Skill in the use of a variety of computer software for data entry, modification, and retrieval and to prepare correspondence and other written materials
9. Possession of a valid California driver's license (or the ability to obtain one) and the ability to drive to off-site locations
10. Possession of an American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) Certificate

OR

An equivalent combination of education and 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. Knowledge, Skills & Abilities

1. Knowledge of California vehicle and penal codes and applicable federal, state, and local laws, codes, regulations, and reporting requirements pertaining to safety and security of personnel and property
2. Knowledge of law enforcement and security service resources available in San Mateo County
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
4. Skill in oral communication, including skill in giving clear and concise instructions and directions
5. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
6. Skill in setting up and maintaining detailed and confidential computer and manual records
7. Skill in using a variety of computer software to enter, retrieve, and modify data and to prepare correspondence and other written materials
8. Skill in written communication
9. Skill in quick and appropriate legal responses to crisis situations
10. Skill in training and leading the work of others
11. Skill in First Aid and in Cardiopulmonary Resuscitation techniques and procedures
12. Ability to accurately interpret and select from a wide variety of security and safety regulations and laws to resolve minor problems and prevent escalation
13. Ability to work cooperatively as part of a customer service team

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