



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: July 1, 1993

Department: Security

Title: Security Officer

Level: XI

FUNCTION AND RESPONSIBILITY

Under the direction of the Lead Security Officer and general supervision of the Vice President for Business and Financial Operations, performs security officer duties and responsibilities.

DUTIES AND RESPONSIBILITIES

Make rounds of buildings and grounds; check doors, windows and locks to assure their locked condition, noting and reporting or correcting all security violations; check lights, heating equipment and automatic sprinkler equipment, noting and reporting all problems.

Check fire extinguishers; test and monitor alarms and fire detection and suppressions systems, security lighting and locks or other security measures. Assist with fire drills and provide alarm education and fire prevention to campus constituents.

Check for unusual conditions or hazards that might endanger the public safety and take emergency protective measures as required; report problems and make suggestions relating to campus security and safety.

Intervene and provide leadership and direction in all crisis situations or campus disturbances. Contact and work with local law enforcement and fire prevention agencies in cases of fire, criminal action or civil disturbances.

Answer after-hours telephone calls directed to the security office; give whatever assistance possible to provide service on behalf of the University in absence of administrative staff; resolve problems that may arise concerning operation of the University such as calling out snow plow crews when necessary. Assist Housing and the Services offices in issuing keys and directing late guests when required; give information and directions to visitors as needed.

Open and lock buildings as required; collect lost articles and log them in the lost and found department; assist with supervision of gun room control; assist the Lead Security Officer with training and supervision of Criminal Justice cadets as required.

Write and log tickets for parking violations; issue permits in absence of vehicle registration clerk. Assist with directing traffic for special events.

Receive and dispatch telephone calls during non-business hours; operate radio equipment and respond to dispatches as required. Responsible for raising and lowering campus flags and changing letters on campus entrance marquee as directed.

Keep a daily log recording all noteworthy incidents. Prepare incident reports on accidents, injuries and other serious occurrences during shift. Provide first aid as required and arrange transportation to medical facility in emergency situations.

Perform related duties as assigned.

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JOB QUALIFICATIONS

Associate degree in Criminal Justice or certified law enforcement officer; first aid with CPR certification, knowledge of state law and city ordinances, at least one year experience as a campus security officer or police officer. Ability to plan and work independently and direct work of others. Demonstrated oral and written communications skills. Ability to relate well with students and other groups.

PHYSICAL AND MENTAL DEMANDS

Must have full use of arms, hands, legs and feet to be able to carry out the above assigned tasks and to respond in emergency situations. Adequate health and fitness to be able to perform foot patrol for eight-hour shifts as required; occasional running is required in emergencies. Must be able to lift and carry equipment or injured persons on occasion (50 – 150 lbs). Requires periodic climbing on catwalks, towers, rooftops; up and down stairs often; must enter confined spaces on periodic basis. Must have ability to hear, see, speak, read and understand normal conversation, with or without aids, on daily basis to perform duties. Must be able to communicate with the public.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____

Signature

Date: _____

Physical Job Requirements

Job Title Security Officer

Department Security

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

X	Climbing and/or standing on ladders	X	Activities requiring quick, repetitive movements (total body)
X	Climbing Stairs	X	Activities requiring quick, repetitive movements (hands only)
X	Reaching		Operating cleaning machines
X	Kneeling		Stripping and waxing floors
X	Bending/stooping		Operating floor buffer
X	Pushing/pulling		Shampooing carpets
X	Lifting/carrying up to 30 lb weights		Vacuuming carpets
X	Lifting/carrying over 30 lb weights		Washing windows, on and off ladder
X	Being on feet all day (8-hour shift)		Loading and unloading supplies
	Being seated all day		Mopping floors
	Moving furniture/equipment		Sweeping with push brooms
	Shoveling		Dusting furniture
	Scrubbing furniture	X	Operating hand tools
X	Driving vehicles		Driving heavy equipment
	Operating shop machinery		Operating kitchen machinery
X	Eyes focused on computer screen	X	Other: Operate fire equipment
	Long hours of travel		Other
X	Walking (indoors, outdoors)		Other