Public Safety Officer II (0768)

**Basic Purpose/Job Function:** Serves as a lead unarmed, noncommissioned public servant in the areas of traffic control, information dissemination and related security/noncriminal law enforcement.

**Examples of Titles Replaced:** Community Service Officer II; Museum Security Guard II; Museum Security and Facilities Supervisor; Lead Public Safety Communication Officer

**Typical Functions May Include:**
1. Providing training of Public Safety Officer I and Student Community Service Officers in all duties; monitoring assigned shift personnel for tardiness, appearance, grooming and work completion
2. Assigning duties, keys and access cards on the shift
3. Checking end of shift paperwork, reports and quad sheets
4. Performing scheduling for fixed post positions and conducting emergency schedule changes
5. Enforcing parking regulations and directing traffic; may cite and/or impound vehicles
6. Monitoring established traffic control points to control pedestrian and vehicular traffic
7. Responding to complaints or summoning a commissioned Police Officer as appropriate
8. Providing foot and bicycle patrol to identify safety and security problems and acting as deterrent to theft and vandalism
9. Receiving and recording on prescribed forms information from individuals regarding non-criminal and/or minor criminal matters which have already occurred
10. Making contact with members of the public and/or students, staff, or faculty of the University to explain regulations and/or enforcement actions taken, or to determine the party’s need for information, service, or assistance; referring inquiries to the appropriate resources for resolution
11. Providing care and first aid in emergencies
12. Making building security inspections
13. Operating public safety communications equipment including but not limited to conventional and cellular telephones, two-way portable radios, hand-held computers, and computer workstations
14. Dispatching responses to alarms and disturbances
15. Identifying and reporting via prescribed channels various types of “hazards” to enable corrective action to be initiated
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16. Conducting daily sight inventory of objects on display at opening and closing of building and periodic surveys of grounds and parking lots

17. Monitoring deliveries and shipments at loading dock

18. Providing security for handling/moving of cash

19. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect health and safety of personnel and property.

Supervision of Others: Serves as a lead operator on assigned shifts and may train others in similar position.

Supervision Received: Receives general supervision from designated supervisor.

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 6 -12 Type: Security or public safety
- **Skills**: Communicate orally and in writing as needed to exchange information; read and understand basic written materials; basic math skills; basic computer skills
- **Special Requirements**: Regular exposure to disagreeable conditions, odors and loud noises; regular standing, bending, lifting above shoulders and carrying at least 30 pounds; may perform shift work; willingness to wear and maintain uniforms, including head covering; background check required upon employment.
- **Licenses**: Determined by nature of the job and/or department
- **Certifications**: Determined by nature of the job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.