DEFINITION

Under the direction of the Mesa College Vice President of Instruction, working independently with minimum supervision and remaining vigilant at all times while maintaining a visible presence on the campus, provide a high degree of positive and responsive public contact and community service (e.g., public information, general crime prevention, lock-out assistance, public/presentations), and act as Mesa College evening shift emergency and safety liaison to campus departments, faculty, staff, administrators, and outside agencies. This position will promote and maintain a safe educational environment by functioning as a customer service representative to students, faculty, staff, and the public, including directing and/or escorting campus visitors to facilities, buildings and grounds and helping faculty and students with a multitude of issues during the evening. Perform clerical duties including preparing and delivering clear and concise reports and technical documentation.

EXAMPLE OF DUTIES

1. Drive the refinement and implementation of the safety initiatives at the campus level, as a driving force in the continuous improvement of the campus Environmental Health & Safety (EH&S) performance. Assist in developing, implementing, and communicating campus safety policies and programs. Oversee compliance with District, State and federal policies, laws and regulations regarding handling & storage of hazardous materials, hazardous substances, and hazardous waste. Communicate with District, State and federal safety agencies as needed.

2. Conduct safety inspections to ensure there aren’t any problems. Check campus for security & safety issues (e.g. doors & windows) and take appropriate actions and follow-through; ensure assigned areas are maintained in a clean, orderly and safe condition; observe, record, and report to the college police safety hazards, unsafe conditions, acts of vandalism, thefts and intrusions to buildings & grounds. Work with facilities operations and campus management to coordinate regular inspection and maintenance of department safety equipment.

3. Respond to student, public, and employee health- or safety -related complaints and concerns as required. Help faculty and students with safety-related and health-related issues that arise during the evening. Assist or refer individuals to appropriate safety resources. Respond to documented students, staff, and safety incidents as per campus safety manual as appropriate. Administer first aid and CPR as appropriate.

4. Patrol and monitor campus areas to provide public safety and assistance when needed. Serve as first responder for Mesa College Disaster Response Plan and other safety incidents. Review campus current practices in the evening to ensure student safety needs are met; make corrective suggestions. Coordinate with and assist VPI or designees with safety related issues.

5. Act as liaison between campus safety and/or security resources for assistance with safety, security, emergency, and hazard issues; make evaluations; take appropriate corrective action/s; work with other staff and campus police in the event of an emergency, disaster or hazardous situations; check with Deans/Administrators, evening calendars and coordinators of evening special events; work with campus police before and after shift to coordinate special and irregular activities. Act as an intermediary for campus police by enforcing policy, regulations and procedures; ensure normal campus routines and policies are followed; direct emergency traffic and ensure emergency access.
6. Maintain a visible presence and interact with faculty and administrators. Respond to student, public, and employee health-related or safety-related complaints and concerns. Report to the appropriate authority any unsatisfactory or dangerous situations which cannot be immediately corrected.

7. Contact public and provide positive community service (e.g., public information, guide, general crime prevention, lock-out assistance, public/presentations). Assist students, faculty, staff, and community members in finding campus locations, events, and activities. Respond positively to needs that might not be met during the evening shift (e.g., Counseling, Student Health Services, DSPS, etc.). Work with senior management to ensure the campus follows and complies with federal, State, and District guidelines. Before shift, check with President’s Office regarding special and calendar events. Assist students, faculty, staff, and community members in finding campus locations, events, and activities.

8. Facilitate and represent the College or department/s at inspections by external regulatory agencies as required. Contact agencies to obtain representative from that office for any inspections by the regulatory agencies. Assist in developing, implementing, and communicating campus safety policies & programs.

9. Make oral presentations in front of groups, as requested. Attend necessary meetings and training sessions within assigned work schedule and as assigned. Communicate information on identified hazards, precautions, and required corrective actions throughout the campus.

10. Routinely move about on campus maintaining a visible presence; provide foot patrol of assigned buildings, walkways, and adjacent campus areas and ensure there aren’t any problems on campus; perform campus safety inspections. Coordinate and ensure the rooms are arranged for special events and meetings in the evenings.

11. Act as a customer service representative to students, parents, faculty, staff, and visitors; provide information, directions, as appropriate guide students, faculty, campus visitors, and public to facilities and buildings. Review current practices in the evening to make sure that campus is meeting students’ needs.

12. Report to appropriate authority any unsatisfactory, hazardous or dangerous situations which cannot be immediately corrected. Secure facilities, buildings, and grounds; check and secure doors, windows, and gates in and to buildings; turn off lights and running water. Maintain knowledge of campus buildings, emergency utility shutoffs, fire alarm systems, fire extinguisher locations, key box locations and on-going events.

13. Operate microcomputer to prepare, create, edit, modify, file, record, and maintain documents, forms, reports, records, and documents. Answer campus safety telephone professionally and with appropriate telephone etiquette. Provide reports to administration as assigned.

14. Prepare, maintain, and deliver clear and concise oral and written reports and technical documentation; ensure campus safety documentation is up to date and that federal and State guidelines are met. Perform technical duties; update lists, create materials for the safety/emergency plans. Assist in the development and revision of District policies, procedures, handbooks, and forms related to safety and health issues. Ensure MSDS files/other appropriate records are maintained and updated. Maintain accurate written records of evening activities and incidents.

15. Schedule regular campus training events/workshops to ensure that federal, State, and District guidelines are met. Monitor compliance with District management training schedules and procedure.

16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
Applicable Federal and State educational laws and regulations and District regulations,
Applicable FEMA guidelines.
Evening Safety Coordinator - (continued)

Applicable parts of Cal OSHA.
Appropriate hazardous material and waste stream management procedures.
Broad understanding of safety procedures in an appropriate science lab environment.
Campus buildings, emergency utility shutoffs, fire alarm systems, fire extinguisher locations, and key
box locations.
Campus use of facilities, buildings, and grounds related to current and on-going campus events.
District and Mesa College rules and regulations regarding safety, security, parking, and conduct.
Federal and State policy and procedure for handling discipline appropriate safety issues.
First aid and CPR.
Health and safety regulations.
Mesa College Disaster Response Plan.
NIMS testing as prescribed for District personnel.
Principles and techniques of training.
Protective equipment related with safety issues including Hazardous Material and MSDS.
SDCCD C-Cert. and Emergency Bag.
SDCCD Chemical Hygiene Plan.
State of California Chemical Hygiene requirements (disposal, storage, handling, and ventilation).
Techniques of safety hazard recognition.

Skills and Abilities:
Accept, understand, and follow oral & written instructions & directions from administrators in a
positive and loyal manner.
Analyze situations accurately and adopt an effective course of action and respond quickly and
appropriately.
Answer and speak on a telephone using courtesy, etiquette, tact, and diplomacy.
Communicate in a helpful, effective and professional manner orally and in writing.
Conduct evening safety inspections.
Determine reasonable action in situations not covered by guidelines.
Dress professionally to attract interaction and be identified as administrative staff.
Enforce pertinent, rules, and regulations.
Establish and maintain effective working relationships with managers, staff and students, agencies,
and a wide range of constituencies in a diverse community.
Exercise appropriate and proper discretion and confidentiality.
Handle a high degree of public contact responsibility.
Interact with diverse groups of people and individuals in a positive, helpful and effective manner.
Learn, understand, and interpret federal and State laws and District regulations, as appropriate.
Lift and carry up to 50 pounds.
Maintain a professional and impartial stance in all situations (especially emergencies).
Maintain current training and certification in applicable safety regulations.
Maintain effective working relationships with administrators, faculty, staff, students, outside agencies
& organizations, and the public.
Minimize potential safety issues.
Near and far visual acuity.
Obtain certificates as directed.
Operate microcomputers and peripherals and utilize available software applications.
Patrol assigned areas on foot.
Prepare and deliver accurate, clear and concise oral and written reports and technical documentation.
Prioritize tasks and organize available work time to meet assigned responsibilities.
Proper use of English grammar, punctuation and spelling.
Provide positive customer service to students, parents, faculty, staff and visitors.
Recommend policy and procedural changes as needed.
Respond calmly and effectively in all situations.
Use courtesy, etiquette, tact, firmness and diplomacy.
Work independently with minimum supervision.

**Training and Experience:**
Any combination of training and experience equivalent to 4 years work experience in a similar educational campus operations and student activities environment including a combination of training & experience which would demonstrate the knowledge, skills & abilities stated above.

**License:**
Appropriate OSHA training.
Compliant with Federal and SDCCD Manager Safety Compliance (i.e. NIMS Certificate).
First aid and CPR + AED certification.
First responder certification in hazardous material incident response.
Valid California driver's license.

**WORKING CONDITIONS**

**Physical Requirements:**
Category III. Infrequent climbing/balancing; stooping/twisting or kneeling or squatting;
pushing/pulling/gripping or lifting and carrying up to 50 pounds; reaching; sitting; foot use; neck rotation/extension.

**Environment:**
Favorable, usually involves an office. Routine working outdoors; occasionally in diverse weather conditions, uneven grounds/footing. Occasionally working with excessive noise and temperatures; occasionally working with exposure to dust/fumes, bio hazards, and other hazards.