

Safety and Security Director

Reports to:
Classification:
Date:

Department:
Division:
Approved:

JOB SUMMARY:

This position involves planning, organizing, coordinating, and directing security and safety supervisory and office employees in the performance of security functions as well as coordinating the activities of security, safety, and related functions with general supervision, guidance, and instruction from the Vice President of Administrative Services, as required.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and coordinates all phases of University fire, safety, and security operations.
2. Ensures that University policies and procedures in these areas are developed, updated, implemented, and followed.
3. Ensures that reports on fire, safety, and security are submitted on a timely basis, and that necessary work orders or other pertinent data on deficiencies are reported to maintenance or other departments as required.
4. Assists the Director—Central Services, and/or the Superintendent—Buildings and Grounds, on projects related to areas of responsibility.
5. Conducts or coordinates the conduct of fire, safety, and security inspections to identify problems. Investigates and develops recommended solutions to problems in coordination with involved University officials. Implements and follows up approved recommendations, etc.
6. Conducts investigations and prosecutions with the district attorney, city and state police, federal authorities, and the courts.
7. Conducts and performs loss of assets investigations.
8. Coordinates all matters involving University parking; issuance and control of decals, issuance and follow-up on parking summons, and related matters.
9. Establishes, maintains, and operates the University Safety and Security office.
10. Conducts off-duty and weekend inspections of security personnel on the performance of their duties, as part of normal work requirements.
11. Maintains liaison and visits all University departments to ensure that fire, safety, security, and parking problems are identified, solutions coordinated, etc.
12. Conducts periodic surveys on the use of parking lots and related parking problems.
13. Performs other duties as assigned or required.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to plan, assign, and direct the work of subordinate employees engaged in various aspects of fire, safety, and security operations.
2. Ability to understand and follow instructions and to express ideas effectively, both orally and in writing.
3. Ability to work with a variety of skilled, unskilled, professional, and administrative personnel.
4. Knowledge of office administration, budgeting, housekeeping, repair and maintenance of equipment, fire, safety, and security matters.

QUALIFICATIONS:

Associate or Bachelor's degree in Law Enforcement, Management, or Business, with five (5) years' general administration/management, safety/security, or any combination of education, training, or experience. Advance training in safety and security desirable.