



**Terra is pleased to announce the following open position:**

All positions contingent on funding

**POSITION**

Position Title	Coordinator of Campus Safety and Evening Operations
Reports to	Executive Director of Business Services
Department	Plant Operations
Is this position a supervisory position?	Yes
Office Location	

**SCOPE**

Summary of Posting	Provides services that preserve, protect and defend the health, safety and welfare of the College's students, faculty, staff, guests and invitees. Responsible for directing the activities of the security officers and supervising the work of the evening housekeepers. Guards the College's assets and protects the College from liability. Fulfills work hours from 12:00 p.m. to 9:00 p.m. Mondays through Thursdays and from 10:00 a.m. to 7:00 p.m. on Fridays. Serves as lead administrator for campus operations after 5:00 p.m. each workday
--------------------	---

## Job Responsibilities

Supervises the work of the Campus Safety Officers and evening Housekeepers to insure that daily cleaning processes are completed and that the facilities are prepared and secured at the end of the evening. Recruits, trains and evaluates the job performance of Housekeepers and Security Officers.

Assures that all campus security systems and alarms are set and that all buildings are secure at the end of each day.

Develops and recommends campus safety related policies and procedures. Maintains, reviews, updates and documents emergency and crisis response procedures. Proactively addresses issues related to campus safety including threat assessment, disaster preparedness, emergency response, and OSHA regulations.

Maintains a positive relationship with law enforcement, fire, and emergency medical services on a local, county, and State level.

Insure compliance with OSHA standards. Develops and conducts training on OSHA regulations and college policies.

Coordinates and records chemical information for all materials stored and used in the facilities and on the grounds.

Performs regular inspections of facilities for safety audits and quality control of housekeeping. Assists with campus safety educational programs.

Coordinates and implements standardized housekeeping procedures.

Prepares work schedules, time cards, incident reports, incident logs and other such information as may be needed or required for Campus Safety.

Addresses complaints and resolves problems. Immediately informs the Executive Director of Business Services and appropriate College personnel of serious occurrences.

Responds to campus operational problems that occur in the evening, communicating with Housekeepers, the On-call Maintenance Technician, and the Director of Plant Operations as necessary. Maintains records of operational problems.

Recommends, develops, and manages a departmental budget.

Serves as a member of the Behavioral Intervention Team and other College safety teams.

## REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

Associate's degree required. Bachelor's degree strongly preferred.

<p>What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?</p>	<p>Five years of security/police/fire/military experience required. supervisory experience required.</p>	<p>Previous</p>
<p>What field(s) should the training or degree be related to?</p>		
<p>Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.</p>	<p>Strongly prefer certification, licensure, or training in: Safety, OSHA Training, First Aid, Blood Borne Pathogen handling , MSDS Chemical Safety, OSHA record keeping, Valid driver's license .</p>	<p>Public</p>
<p>Items preferred, but not required (if applicable)</p>		
<p>Knowledge</p>		
<p>Skills</p>	<p>Effective verbal, written and listening communication skills. problem solving skills.</p>	<p>Effective</p>
<p>Abilities</p>	<p>Demonstrated ability to effectively supervise others required. ability to multitask and manage in a dynamic, changing environment desired. Proficient in word-processing, internet and e-mail. ability to work with a diverse group of student, faculty and staff. Demonstrated ability to work as a team player, and collaborate with colleagues.</p>	<p>Demonstrated Demonstrated</p>
<p>Other Characteristic (Personality, Attitude, Social Presence, etc.)</p>		

## COMPENSATION INFORMATION

Job Classification	Professional Staff
Job Type	Full-Time
Category	Exempt (salaried)
Recruitment Type	External Posting open to general public
Union Position	No
Grade (if union position)	
Work Schedule	Fulfills work hours from 12:00 p.m. to 9:00 p.m. Mondays through Thursdays and from 10:00 a.m. to 7:00 p.m. on Fridays. Serves as lead administrator for campus operations after 5:00 p.m. each workday. Occasionally required to work weekend hours and special events as needed.
Hiring Range (Min - First Quartile)	Range begins at \$38,811

## ADDITIONAL POSTING INFORMATION

Job Open Date	13-Apr-09
For Full Consideration Apply By	20-May-09
Application Review Date	20-May-09
Job Close Date	Open until filled
Required Application Materials	Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor.
Other Special Instructions	Please express your interest in this position by submitting your materials to:  Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu

**Terra Community College is an Affirmative Action/Equal Opportunity Employer**









Administrative  
Professional Staff  
Support Staff  
Faculty  
Non-Credit Instructor  
Student Worker

Full-Time  
Part-Time

Exempt (salaried)  
Non-Exempt (hourly)

Internal Posting for current employees only  
External Posting open to general public  
Internal - Current Staff Union Employees Only

Yes  
No