BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Public Safety Officer

DEPARTMENT: Facilities Operations, Planning & Public Safety

FUNCTION: Safeguards the lives and property of all individuals on campus and protects college property and equipment.

REPORTS TO: Public Safety Sergeant

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Patrols grounds and buildings (including watch-clock rounds).
2. Enforces the safe and proper conduct of all individuals on campus.
3. Insures compliance with traffic and parking regulations
4. Assists all person with College business
5. Provides security coverage for special events at the College (i.e.; athletic events).
6. Polices all college areas and reports on hazardous or any unusual conditions.
7. Monitors areas of responsibility for cleanliness
8. Cooperates with all law enforcement investigations which are related to criminal activities at or around the College.
9. Performs additional tasks or duties as assigned by the shift Public Safety Sergeant or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses knowledge of New Jersey Statutes and Motor Vehicle regulations. Has the ability to carry out orders correctly and operate radios and other similar means of communication. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
Planning

**Education:** High School graduate or the equivalent.

**Experience:** 6 months of experience in Public Safety operations preferred but not required.

**Other:**
Must have a valid New Jersey driver’s license and ability to work shifts any day of the week

*Berger Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: __________________________ Date: ____________
Name/Title

Approved by: __________________________ Date: ____________
Name/Title

Reviewed by: __________________________ Date: ____________
Human Resources

Board Approval: ________________________ Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**