

POSITION POSTING

POSITION: Part-Time On Call Security Main Campus
REPORTS TO: Captain of Safety and Security
DATE POSTED: March 22, 2017
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2017293

Summary/Objective: This is a part-time, non-benefited, non-exempt position under the direct supervision of the captain of safety and security which assigns shift/work hours necessary for coverage of the safety and security department. This position is responsible for maintaining security and safety of the main campus.

Required Education and Experience:

1. High school diploma.
2. Six months of work experience (Security and/or Law Enforcement background is preferred but not necessary).
3. Must possess a valid driver's license and safe driving record.

Preferred Education and Experience:

1. Security/law enforcement experience (training will be provided to certify the candidate in CPR and AED).

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Open and secure facilities as per the Daily Schedule.
2. Patrol main campus facilities and grounds.
3. Patrol all student and special interest housing.
4. Monitor boiler rooms; check facilities and grounds for Maintenance problems. Call for maintenance personnel after hours if warranted.
5. Respond to all emergencies; fire, medical, and criminal.
6. Monitor equipment for signs of wear; vehicle, golf cart, radio's, computer, uniforms, and supplies.
7. Assist with parking at special events.
8. Patrol parking lots, enforcing U/F parking regulations.
9. Issue and control contractor keys.
10. Act as campus liaison during non-office hours.
11. Perform all other duties deemed appropriate for this position

Competencies:

1. Teamwork Orientation.
2. Stress Management/Composure.
3. Ethical Conduct.
4. Communication Proficiency.
5. Customer/Client Focus.
6. Initiative.

Work Environment:

This job operates in a clerical office environment, as well as periodical rounds throughout the campus grounds and worksite. This role also routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk, sit, stand, bend, lift, climb or balance, stoop, kneel, crouch, use hands to finger (handle or feel), reach with hands and arms, and moves continually during working hours. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Is subject to lifting over 50 pounds. Must be able to lift raise or lower an object from one level to another (includes upward and pulling motion) of 25-50 lbs. and must be able to carry/transport an object/equipment weighing 25-50 lbs. Candidate must be able to ascend up to four flights of stairs at a time and walk a distance of a mile.

The Office of Human Resources will accept complete applicant files for Requisition Number 2017293 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer
Male/Female/Disabled/Vet.