

**PERSONS EMPLOYED IN TEMPORARY/HOURLY POSITIONS MAY NOT
WORK MORE THAN A TOTAL OF 160 DAYS PER FISCAL YEAR.**

SERVICE/MAINTENANCE

**HOURLY/TEMPORARY - #007
(Public Safety Officer)**

\$15.00/Hourly
(Salary Range H-6-1)

April 29, 2005
Coast Community Colleges
Open Until Filled
Continuous Opening

This is an open announcement to fill a temporary, part-time, "on-call" position as needed. Shift coverage would be Monday through Sunday:

Day	7:00 a.m. – 3:30 p.m.	\$15.00/Hourly
Swing	3:30 p.m. - 11:30 p.m.	\$15.00/Hourly
Grave	11:30 p.m. – 7:30 a.m.	\$16.13/Hourly

DEFINITION:

Under general supervision, to provide for the security and protection of students, personnel, property, and equipment on the school campus; to enforce rules and regulations regarding the use of school buildings, property and equipment; to regulate and control student parking areas; to maintain records and reports; and to perform related work as required.

EXAMPLES OF DUTIES:

- a. Make foot and vehicular patrols of the entire campus.
- b. Issue parking citations.
- c. Offer assistance and aid to any person in need of help.
- d. Check buildings and grounds regularly for security and safety.
- e. Call for local law enforcement agency, fire department, or paramedics for back-up assistance as needed.
- f. Keep an accurate log of all incidents.
- g. Write reports and memos as needed.
- h. Communicate with superiors and peers as soon as possible after handling a case.
- i. Observe, collect, and preserve physical and verbal evidence of crimes or problems.
- j. Operate district vehicles.
- k. Provide escort services as required.
- l. Assist in starting vehicles with jumper cables and in making non-key entries into locked vehicles.
- m. Perform related work as required.

HOURLY/TEMPORARY SERVICE/MAINTENANCE

(Public Safety Officer) #007

MINIMUM QUALIFICATIONS:

Knowledge of:

1. California criminal law and safety codes.
2. Common fire and safety hazards and use of related equipment.
3. Techniques and procedures applicable to theft and loss prevention.
4. Traffic and parking control.
5. Appropriate safety precautions and emergency procedures.

Ability to:

6. Develop a working knowledge of college and district policies and procedures.
7. Communicate and deal effectively with diverse campus groups and individuals under routine or adverse conditions.
8. Make quick decisions in emergency situations.
9. Memorize details of incidents occurring on campus.
10. Write concise and comprehensive reports.
11. Maintain accurate records.
12. Operate a vehicle observing legal and defensive driving practices, and possession of a valid, current, and unrestricted California Driver's License.
13. Carry out verbal and written instructions.
14. Establish and maintain effective relationships with those contacted in the course of work.

Special Requirements:

15. Applicants must have proof of satisfactory completion of the Arrest, Search, and Seizure portion (24 hours of instruction) of the P.C. 832 requirements **OR** satisfactorily complete such course of instruction (offered at Criminal Justice Training Center, Golden West College) within 120 days after being hired.
16. SB 1626 training required.
17. May be required to possess or obtain initial and continuing certification in Basic First Aid and CPR.

Physical Demands and Working Conditions:

18. Incumbent must be able to meet and perform the physical demands required in this capacity.
19. Willingness to work any shift on call.
20. Willingness to wear established departmental uniform while on duty.

APPLICATION PROCEDURES:

The completed application for this specific position must be submitted directly to the Coast Community College District, Office of Human Resources, 1370 Adams Avenue, Costa Mesa, CA 92626, Attention: Applicant Processing. Application forms may be obtained online at www.cccd.edu, or will be mailed upon request by calling (714) 438-4715. The District will consider only individuals who submitted a completed application. Applications will be forwarded to the appropriate department for review and screening by the supervisor or appropriate administrator. Reasonable accommodations will be made for any physical or mental limitations of a handicapped person under provisions of the ADA.