

Campus Security & Safety Coordinator (Evenings)

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Lacombe Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before July 10, 2023. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

Please submit: **(1)** a letter of application, **(2)** a resume and **(3)** official transcript (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It may be sent by mail or e-script.) to:

**Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu**

Job Summary:

It is the responsibility of the Campus Security & Safety Coordinator to ensure that all work performed at Northshore Technical Community College and in its name is done in a safe manner.

RESPONSIBILITIES:

- Directs College's safety programs to protect employees against harm, and maintain safe working conditions.
- Facilitate the implementation and administration of NTCC facility-related policies and procedures.
- Formulates and suggests work safety standards, and enforces procedures. Risk prevention areas include hazardous materials exposure, accidents, fires, or other unsafe conditions. Meets compliance and reporting requirements of federal or state regulations.
- Directs activities of safety committee and may provide safety training.
- Provide consultation and assist in risk assessment, hazard analysis, and job planning.
- Advises management on problem correction.
- Conducts preliminary investigations relevant to disturbances on the Campus and restore peace.
- Patrol assigned campus to identify safety concerns. This includes checking identifications of visitors and students.
- Issue citation notices to those who violate safety/facility policies.
- Supervises students and temporary employees as required.
- Serves as informational source to public for College activities upon instruction from supervisor and/or Chancellor.
- Performs other duties as assigned by supervisor.

QUALIFICATIONS:

Required: Bachelor's Degree with three (3) years related experience in Public Safety or Occupational Health and Safety and Workplace Safety environment OR High School diploma and five (5) years' experience in Public Safety or Occupational Health and Safety and Workplace Safety environment. Demonstrated ability to work in MS Office Suite. Demonstrated analytical skills with the ability to successfully perform independent in-depth analysis and report writing. The incumbent must possess excellent verbal and written communication skills.

Preferred: A Diploma, Degree or Certificate in Occupational Health and Safety from a post-secondary institution or equivalent is an asset.

SPECIAL SKILLS AND ABILITIES:

Knowledge, Skills, and Abilities: General knowledge of the principles and practices relating to insurance and risk management, occupational and/or industrial safety and accident prevention; of applicable Federal and State laws and regulations regarding employee safety; of the rules and regulations of the Federal Americans with Disabilities Act; and of the function and operation of each department. Working knowledge of office equipment and computers and applicable software applications. Proficient in developing electronic spreadsheets and presentations. Ability to analyze working conditions and recommend alternative methods and procedures; to understand and administer safety and risk management regulations; to research, compile, and analyze technical and other data; to plan, develop and conduct training programs; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships with dean of campus administration, supervisors, and other employees; to communicate firmly and tactfully in the enforcement of safety regulations; to maintain confidentiality; and to attend work regularly.

Employee Safety

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job.

The employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, students, or staff assigned to the building and reporting same to the appropriate administrator.

PHYSICAL REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operations of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is subject to inside

and outside environmental conditions and may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.