

Roanoke Higher Education Center

Position Description

Job Title: Safety and Security Coordinator
Date: July 2021
FLSA Status: Non-Exempt
Department: Facility Services
Reports To: Director of Facility Services

SUMMARY

The Safety and Security Coordinator is responsible for assisting with the day-to-day safety and security operations of the Roanoke Higher Education Center building, the Claude Moore Education Center and the surrounding areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serves as an in-house security support personnel to the Contracted Security Company.
- Serves as a liaison with local Law Enforcement.
- Requests and files the Cleary Report from local Law Enforcement.
- Works closely with the Director of Facility Services to continuously update and develop the COOP and EOP plans.
- Conducts quarterly inspections of Member and Staff suites/ offices in order to maintain building codes and Fire Marshal requirements.
- Maintains all AED equipment.
- Ensures all emergency exit signage is posted and in proper locations.
- Assists Director of Facilities in the supervision of contracted security personnel.
- Reviews and files all Daily Activity Reports from contract security company.
- Assists in the oversight and administration of key system, including making keys.
- Assists in maintaining Access Control System and Building Alarm System.
- Ensures fire alarm system is maintained including the fire pump, pull stations, remote annunciators, and sprinkler systems through annual inspections and repairs recommended by contractor.
- Works closely with security to make sure safety hazards are addressed.
- Works closely with Director of Facility Services during budget development.
- Works as a “Team Player” to expand educational opportunities in the Roanoke region through collaboration, servant leadership and financial efficiency.
- Maintains a safe and secure work environment through knowledge and application of building security, safety rules, and procedures. This same knowledge will be shared and documented with Facilities staff to ensure continuing operations.
- Works effectively with all co-workers, students, members, and other customers by showing respect for individual diversity.
- Works effectively with all contractors.
- Performs other duties as assigned by Director of Facility Services.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibilities include working directly with the Contracted Security Personnel to effectively secure and protect the RHEC/ CMEC buildings and the individuals that use these facilities.

JOB KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be knowledgeable of building safety, security procedures, procurement procedures, and record keeping.
- Must have good command of the English language, both orally and in writing.
- Effective interaction with students, faculty, staff, and other patrons.
- Strong customer service skills.
- Ability to work independently with limited supervision.
- Must have outstanding accuracy and attention to detail.
- Ability to work flexible hours, including weekends and evenings.

EDUCATION AND/ OR EXPERIENCE

- High School Diploma or GED required.
- At least 5 years of experience in safety or security.
- Law enforcement or Firefighter/ EMS experience preferred

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance, Schematics, instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit; use hands and fingers to handle, feel and touch; must be able to communicate effectively. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to moving mechanical parts. The noise level in the work environment is usually moderate and occasionally high. Frequent exposure to outside temperature extremes. Proper personal protection equipment is to be worn when encountering these conditions.

Supervisor's Signature

Date:

Approved by Kay Dunkley, Ed. D.

ACKNOWLEDGEMENT

My signature below acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

Employee's Signature

Date:

Employee's Name (Please Print)