

Seward County Community College
Structured Compensation - Job Description
Director of Facilities

Data Year: 2017

Prepared On: 11/14/2017

Department:	Facilities	Grade:	15
Reports To:		Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:		Effective Date:	01/01/2010
		Revised Date:	05/07/2016

Role:

To provide security services to all staff, faculty, students and visitors to the college; monitor safety conditions for resident halls and other buildings; provide and implement crime prevention and safety programs; maintain safe parking conditions on campus.

Essential Functions & Responsibilities:

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|---|-----|--|
| E | 45% | Patrols campus, providing security to the employees and students of the college; checks and maintains security to all buildings and grounds. |
| E | 15% | Supervises security personnel and fills in when scheduled officers cannot work. |
| E | 15% | Deals with parking concerns and enforcement; barricades areas for special events; provides assistance for unlocking cars and starting vehicles. |
| E | 10% | Communicates with students, faculty and staff about security concerns; responds to emergencies and alarms. |
| E | 5% | Prepares and oversees Security budget. |
| E | 5% | Documents and reports all campus crime statistics to the federal government and any criminal incident to the local Police Department. Helps to implement crime prevention and safety programs on campus. |
| N | 5% | Performs other job related duties as assigned. |

Performance Measurements:

1. To maintain a good working knowledge of the local law enforcement codes and all school policies.
2. To meet expectations of the College by maintaining a private security certification.
3. To possess the ability to assess a situation quickly and control it immediately.
4. To ensure performance reviews completed within 2 weeks of due date.

Knowledge and Skills:

- | | |
|------------|--|
| Experience | Two years to five years of similar or related experience. |
| Education | (1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program. |

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Interpersonal Skills Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.

Other Skills Five years experience in security or related field is required; as is firearms certification and security officer licensing. Must carry handgun that meets with the Police Department requirements. Computer skills are necessary (Microsoft Office products desired). Excellent written, oral and interpersonal communication skills are necessary. Work hours are normally 45-50 hours per week; 24 hours on-call as requested. Some weekends/holidays possible. Working special events (graduation, homecoming, etc.) is required (as is 2nd shift).

**Physical
Requirements**

Work Environment

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature