

Safety Officer
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=123492>

Downloaded On: Sep. 18, 2019 2:21pm

Posted May 16, 2019, expired Sep. 15, 2019

Job Title Safety Officer

Department

Institution Embry-Riddle Aeronautical University
Prescott, Arizona

Date Posted May 16, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Professional Staff

Academic Field(s) Public Safety

Apply Online Here <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190329>

Apply By Email

Job Description

Safety Officer - (190329)

Description

Position works first shift, 7 am - 3 pm, Sunday - Thursday.

As an Embry-Riddle Aeronautical University Safety Officer, the primary task is to provide a safe and secure campus for the students (residential and non-residential), faculty, staff, contractors, and guests. You are also tasked with protecting Embry-Riddle Aeronautical University's assets, facilities, property, business interests, and reputation. These goals will be accomplished by taking a service-oriented, community-building educational approach. Our objectives include deterrence, detection, timely response, effective action, and accurate reporting. All members of the Prescott Campus Safety and Security Department are expected to project a professional appearance and demeanor in all their

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interactions with the campus community and the public.

- Team support duties including but not limited to: staffing the dispatch desk, maintain radio dispatch/log, administrative/desk tasks, answering the phone, and serving walk-in clients. Expertise on the following systems and processes required: ONYXWorks, ARMS, Maxient, T2, ProWatch, MaxPro, RAVE, Onity, GFMS keybox, radios, landlines, smartphones, iPads, alarm panels, ScheduER, access lists, and Lost & Found.
- Community crime prevention and safety activities including but not limited to: general campus patrol duties, investigating incidents, performing building checks, surveillance, and application of the traffic and parking regulations. Apply university administrative policies and procedures. Respond to and mitigate emergencies including but not limited to: fires, medical emergencies, criminal incidents, misconduct issues, and facilities problems. Inspect for and report any safety hazards including but not limited to: fire hazards, trip hazards, view obstructions, road obstructions, unsafe work practices, or unsafe lighting.
- Housing support activities including but not limited to: a foot patrol of each residence hall every shift, inspection of parking lots and grounds; conducting educational programs, and responding to calls for service from students and housing staff.
- Technical support for fire, life, safety, and security systems including but not limited to: Notifier/ONYXWorks, ProWatch, RAVE, ARMS, Maxient, department web pages, Eagle Card administration, access control programming and downloads, inspection and testing of code blue phones, courtesy phones, elevators emergency functions, evacuation chairs, AED maintenance, fire extinguishers.
- Campus service calls including but not limited to: Placing signage for events, unlocking doors, monitoring and staffing special events, disabled vehicle jumpstarts, transporting students with temporary mobility problems on campus as needed. Other duties as assigned.
- Departmental administrative tasks including but not limited to: preparing reports, completing individual daily log sheets, and briefing shift relief. Attend training sessions and reviewing logs, memos, and the policy and procedures manual. Abide by all written departmental and organizational policies and procedures. Actively participate in departmental staff meetings.

Team support duties including but not limited to: staffing the dispatch desk, maintain radio dispatch/log, administrative/desk tasks, answering the phone, and serving walk-in clients. Expertise on the following systems and processes required: ONYXWorks, ARMS, Maxient, T2, ProWatch, MaxPro, RAVE, Onity, GFMS keybox, radios, landlines, smartphones, iPads, alarm panels, ScheduER, access lists, and Lost & Found.



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Housing support activities including but not limited to: a foot patrol of each residence hall every shift, inspection of parking lots and grounds; conducting educational programs, and responding to calls for service from students and housing staff.

Technical support for fire, life, safety, and security systems including but not limited to: Notifier/ONYXWorks, ProWatch, RAVE, ARMS, Maxient, department web pages, Eagle Card administration, access control programming and downloads, inspection and testing of code blue phones, courtesy phones, elevators emergency functions, evacuation chairs, AED maintenance, fire extinguishers.

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Qualifications

High school diploma or GED

Between 1-3 years of related work experience

Physical demands of walking (moving about campus on foot to accomplish tasks), sitting (administrative tasks)



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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