



## **SAFETY/SECURITY OFFICER FOR EXTON, MARPLE & SOUTHEAST CENTER**

Delaware County Community College is seeking **Safety/Security Officers** for our **Exton, Marple & Southeast Center** campuses.

The Safety/Security Officers performs duties to enforce all college rules, regulations and policies. The officer complies with all college policies, federal, state and local laws; investigates security/safety incidents, prepares pertinent reports and gathers written statements; performs both internal and external patrols and provides security escorts upon request; enforces college parking and traffic regulations; interacts with administrators, faculty, staff, and law enforcement agencies as may be required; informs appropriate staff of all observations regarding safety concerns; will report to the college Security & Safety Director or designee.

### **Essential Functions**

- Ensure all daily logs are maintained properly.
- Prepare and write Security Incident Reports for safety/security incidents.
- Perform weekly inspections to insure proper operation of all emergency telephones.
- Perform monthly inspections of all fire extinguishers; assist with custodial and maintenance duties as maybe needed; operate Closed Circuit Camera System as may be required.
- Promptly report all problems or concerns to the college Security Director; keep service to the college community a top priority during the performance of his/her duties.
- Perform security escorts.
- Other duties as assigned

### **Education & Experience**

- High School diploma, GED or equivalent
- One-year applicable experience.

### **Knowledge, Skills & Abilities**

- Must be flexible for scheduling and must work holidays as scheduled
- Must be willing to work during inclement weather or other emergencies when the College might otherwise be closed
- Must work overtime as assigned
- Must be able to use Microsoft Office Systems.
- Valid driver's license, clean driving record, and dependable transportation
- Pennsylvania Act 235 certification and CPR certification a plus

**Background Clearances:** Act 153 Clearances (Act 34 PA Criminal Background History, Act 151 PA Child Abuse History, Act 114 FBI Clearance) required by all employees

### **Complete applications must have: -**

- A cover letter stating your interest in this position
- An up-to-date copy of your resume/CV
- The phone number and email address of three references (*Please include your current/most recent Supervisor*)

DCCC offers a great competitive salary, with an outstanding benefits package which includes: Medical, Dental, Vision, and Prescription Drug for all benefit eligible employees; College Paid Disability and Life Insurance; Flexible Spending Accounts; 403(b) Defined Contribution Retirement Plans (5% Employee Mandatory Contribution and a 10% Match by the College); Generous PTO, Holiday and Winter Break Schedule; Tuition Waiver & Tuition Reimbursement; and a Compressed Four (4) Day Work Week Each Summer; Professional Development Opportunities; and a Supportive Work/Life Balance Campus Environment.

For immediate consideration, interested candidates can apply online at <https://www.schooljobs.com/careers/dccc>

***Please be advised that as of January 1, 2022, DCCC will require proof of COVID vaccination for all students, faculty, and staff. Individual exemptions for medical or religious reasons will be considered on a case specific basis.***

**DCCC is an equal employment opportunity employer, valuing diversity, equity and inclusion.**