

CAMPUS PATROL (Temporary Position)

DEFINITION

This class is used to patrol and protect personnel, facilities and property and control traffic.

TYPICAL DUTIES

Under general supervision, patrols campus buildings and grounds on foot or by vehicle; checks for signs of prowlers, vandalism, fires or any other danger which might result in loss or damage to property; assists with traffic control, parking and processing of paperwork; reports unusual and suspicious occurrences to local police and fire departments after college hours; reports to supervisor all fire hazards, unsafe conditions and equipment failures; checks doors and windows, secures buildings, turns off unneeded lights, fans, and heaters; enforces building and campus regulations as stated in building-use permit; prevents admittance to school premises of unauthorized persons; sees that no equipment or material is removed from school premises unless authorized by the vice president of administration or designee; makes rounds of inspection and checks all buildings; files appropriate reports; may assist custodial staff; performs other duties as required. (Campus patrol persons are not peace officers as designated by law).

QUALIFICATIONS

SPECIAL REQUIREMENTS

At the time of hire, possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. At the time of hire, possess and maintain a first aid certificate and CPR certificate; pass a background check; all work must be performed without the use of sidearms, chemical agents, or other offensive weapons.

KNOWLEDGE OF

Common fire hazards and the operation of fire equipment located in various buildings; rules and regulations relating to use of buildings for community services activities; local law enforcement, fire department and other emergency telephone numbers; location of all stand pipes, fire hydrants, sprinkler systems, power control switches, fire alarm boxes and all other emergency equipment and/or exits.

ABILITY TO

Perform the basic functions of the position; stay alert and use good judgment in noticing and reporting any unusual circumstances; demonstrate physical ability as required in handling unruly individuals and in making inside and outside patrols under varying working conditions; follow directions; work effectively with others; deal tactfully with the public, read and write at the level required for successful job performance.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.