

On-Call Security 2024/2025 Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=249380>

Downloaded On: Nov. 21, 2024 9:05pm

Posted Nov. 21, 2024, set to expire Mar. 20, 2025

Job Title	On-Call Security 2024/2025
Department	Maintenance and Operations
Institution	Copper Mountain College Joshua Tree, California
Date Posted	Nov. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5821155
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Job Description	

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On-Call Security 2024/2025

Salary: \$20.27 Hourly

Job Type: On Call

Department: Maintenance and Operations

Closing:

Location: Joshua Tree, CA

Job Number: 24/25oncallSECURITY

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Position Description

Under the general supervision of the Assigned Supervisor, patrol, observe and check District facilities, parking lots and adjacent areas; provide safe and secure environment for students, staff, visitors and property; enforce applicable laws and ordinances.

Please make sure you attach your resume to your application packet.

This is for an On-call position and you will only be working as needed.

This position does require a guard card and we prefer to start with someone that has already obtained this. We will provide training for the right candidate.

Application packets will be looked at as they are received.

Duties and Responsibilities

- Patrol District facilities and campuses before, during and after regular business hours by vehicle and on foot; take appropriate action following District policy to ensure public safety.
- Guard, check and secure doors, rooms, buildings and equipment; answer and respond to alarms and emergency calls; answer questions and direct visitors.
- Report hazardous or unusual conditions or malfunctions observed; guard against and inspect for vandalism, illegal entry, theft and fire; maintain high visibility in assigned areas to prevent campus violations and crimes.
- Escort unauthorized individuals from campus; identify, observe and question individuals on campus premises when their presence is questionable; contact local law enforcement officials and agencies in investigation and apprehension of persons involved in violations.
- Take incident reports or complaints from students, District personnel and the public for further action; conduct routine investigations and write reports on incidents.
- Receive and respond to requests for help and assistance for ill, injured or handicapped persons; administer basic first aid according to established guidelines.
- Operate equipment used for communications, patrol vehicles and other assigned equipment.
- Turn lights on and off; lock and unlock doors; set and turn off intrusion alarm systems; provide security services for special events; control traffic and place traffic barricades as appropriate.
- Enforce parking regulations on campus and issue parking citations as necessary.

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- Maintain friendly and supportive atmosphere in a service-oriented environment.
- Utilize a computer-based log and incident reporting system to record and track campus incidents.
- Serves as primary point of contact for all alarms involving fire and security systems.
- Perform related duties as assigned.

Qualifications

Education and Experience:

1. Minimum of one (1) year college coursework in a security related field and two (2) years experience in an area of security service; preferably in a public service agency.
2. Complete training course for school security officers required by California Education Code 72330.5 within nine months of hire date. (District supplied).
3. Complete Basic First Aid within six months of hire date.

Licenses and Other Requirements:

- Valid California Driver's License.
- Current Cardio-Pulmonary Resuscitation (CPR) card, including Automatic External Defibrillator (AED).
- Acceptable driving record and qualify for insurability by the District's insurance carrier.
- May be required to receive Hepatitis B vaccine.

Knowledge of:

- Methods, practices, terminology and procedures used in public safety activities.
- Basic computer operation; be able to read and send e-mails, check work orders, and perform internet research.
- Basic record keeping and report writing techniques.
- Basic first aid, CPR, and AED.
- The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.
- Megan's Law.

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Ability to:

- Patrol, observe and monitor assigned campus and District facilities, parking lots and adjacent areas.
- Operate a motor vehicle in a safe manner.
- Provide safe and secure environment for students, staff, visitors and property.
- Enforce applicable laws and ordinances
- Learn security procedures and utilize sound judgment in emergency situations; call emergency services and/or Sheriff's office as necessary.
- Perform first aid and Cardio-pulmonary resuscitation (CPR), including Automatic External Defibrillators (AED)
- Learn applicable District rules, regulations, policies and procedures.
- Communicate tactfully and effectively with students, staff and the public.
- Observe and retain names, faces and details of occurrences.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Inspect and check the security of doors, windows and gates.
- Prevent entry and report presence of unauthorized persons on grounds or in buildings.
- Prepare reports and other information as required.
- Operate equipment such as two-way radio, patrol vehicles and other assigned equipment.
- Learn to interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction and understand and work within scope of authority.

Supplemental Information

- Run, stoop, and stand for extended periods of time.
- Run or walk over rough or uneven surfaces.
- Bend at the waist, kneel or crouch; reach overhead, above the shoulders and horizontally.
- Lift and/or carry equipment and/or supplies up to 30 pounds.

Equal Opportunity Statement



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Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4627696/on-call-security-2024-2025>

Contact Information

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

Contact

Maintenance and Operations
Copper Mountain College

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