

WESTMONT COLLEGE

Chief of Public Safety **Physical Plant**

Position Summary: Direct a comprehensive campus safety and security effort that fosters a departmental respect for the needs and rights of the community; develops, communicates and executes a vision for the protection of persons and property on campus; strives for a seamless working relationship with Student Life so that students receive consistent messages and treatment; provides the campus with public safety staff who are well-trained and have good interpersonal skills and are adequately prepared to respond appropriately to a myriad of situations they may face; works closely with Risk Management to minimize risks and to develop and execute emergency response plans.

Education and Experience: Requirements include a bachelor's degree and a career that demonstrates evidence of increasingly responsible experience in safety and security operations in one or more of the following areas: fire prevention and response, OSHA compliance, EPA compliance, CLERY reporting/compliance, security and law enforcement procedures, crime prevention, investigations, and public safety training. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations and demonstrated experience successfully developing and managing a team are required.

Requirements:

- Minimum of 5 years demonstrated work experience in at least one of the following fields: law enforcement, security, risk management, fire service and/or emergency management.
- Developed management skills to lead a staff operating on a 24/7 schedule.
- Excellent interpersonal, problem solving, analytical, organizational and communication skills.
- Ability to respond to crisis and emergency situations with calm and understanding of requisite authority.
- Understanding of current trends and laws that effect student issues.
- Thorough knowledge of law enforcement protocols and procedures, safety in the workplace and state and local safety regulations.
- Ability to take initiative and work independently and as part of a team.
- Ability to interact positively with local community and leadership and with diverse populations.
- Ability to develop and present safety programs for employees and students.
- Proven ability to handle highly confidential and sensitive information with demonstrated effective judgment, discretion and diplomacy.
- Intermediate technical skills utilizing Microsoft Office Suite, including facility with spreadsheets, Access and other cloud based programs, etc.
- Must have a valid class C California driver's license and an acceptable DMV driver's record report.

Responsibilities:

- Day-to-day management of respected, professional department that provides timely, effective, and courteous responses to numerous requests for information and services.
- Hire, train, supervise, evaluate and direct the work of Public Safety staff.
- Oversee crime prevention and safety training for faculty, staff and students; on a regular basis, in coordination with Student Life, create and conduct student crime prevention, personal safety, and fire safety education programs.
- Oversee operation of reliable campus-wide fire detection and monitoring systems. This includes regular interaction with fire alarm monitoring company, local fire officials and the Trades Manager. Prioritize and submit requests for capital improvement funding for equipment upgrades or additions. Manage regular testing of devices and hydrants and maintain logs.
- Serve on Westmont's Situation Readiness and Response Team and other committees as assigned.

- Oversee hazardous materials identification/handling and supervise the Hazardous Materials Specialist. Maintain Material Safety Data Sheet (MSDS) database and training.
- Maintain data and prepare statistical and other reports as required by the College, state and federal agencies.
- Oversee key control data system and distribution and supervise the locksmith, regularly assisting with work order prioritization.
- Supervise all aspects of parking enforcement and traffic control and serve as point of contact for all appeals of traffic/parking citations issued.
- Regularly meet with Director of Residence Life and RL staff to maintain good working relations and address a variety of student-related issues.
- Resolve complaints, conduct incident investigations, and write investigative, incident, and activity reports.
- Assist in creating, revising, updating, and implementing departmental policies, procedures, and standard operating procedures.
- Determine appropriate equipment and supplies; monitor and control inventories.
- Learn and apply emerging technologies (e.g., software applications) as necessary to perform duties in an increasingly efficient, organized, and timely manner.
- Develop short and long range goals for the department; assist the Director in preparation of Physical Plant budget by developing and preparing preliminary Public Safety budgets; monitor and control expenditures; direct the preparation and programs, operations and activities.
- Assist the Director of Physical Plant and the Vice President for Finance with the development of safety policies and procedures that affect faculty, staff and students.
- Establish and maintain contacts with relevant external agencies concerned with safety and security. Maintain close working relationship with the Risk Management team.
- Lead campus fire brigade to include recruiting members, on-going training programs and drills, weekly inspections and operation of the fire engine and water tender, maintaining other equipment; hoses, nozzles, PPE, etc.
- Lead the Campus Safety Committee.
- Conduct monthly inspection of above ground petroleum storage areas and maintain records required by S.P.C.C.
- Maintain County Business Plan for Haz-Mat with S.B. County Health and records related to Air Quality Management District regulations.
- Conduct fire drills in all residence halls at least once a year and other buildings periodically.
- Maintain and update annual CLERY report to the D.O.E. and Public Safety web sites.
- Provide leadership and training for the Area Response Team members throughout the campus.
- Other duties as assigned.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing this role, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is frequently required to climb and balance, sit, stoop and kneel. The employee is occasionally required to crouch, or crawl; and smell. The ability to regularly walk on rough terrain for long periods of time is also required. The employee must occasionally lift and/or move up to 50 pounds without assistance. Abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing this role, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and may occasionally be exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly,

constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Reports To: Director of the Physical Plant

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