

# Job Description

Job Title:	Campus Security Specialist, Level 1 (Provisional) - Fire Safety and Training Specialist
Job ID:	11728
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

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## GENERAL DUTIES

- Level I
- Under general supervision of the College Security Director or designee, incumbents will be assigned to perform various campus duties of a specialized nature in one or more of the areas listed below. All incumbents perform related duties, including post-audit reviews to ascertain program effectiveness.
- Incumbents in this title, when assigned to specialization of campus physical security such as intrusion detection, photo identification, access control and the like, will provide oversight to the system design and specification activity as well as to the contract design, bidding and letting, and project management functions.
- Incumbents in this title, when assigned to security staff training and development, will conduct and provide oversight to campus in-service training programs, will coordinate campus participation in University-sponsored training programs, and will insure that all training related to licenses and certifications is current.
- Serves as equipment specialist for CCTV, lighting, access control, fire alert, or other safety, alarm, or end of line surveillance systems; assisting in the formulation of college system designs; consulting with vendors; serving as liaison in the purchase, installation, maintenance, repair, and/or operation of such systems.
  - Serves as fire safety specialist and/or standpipe liaison: identifying college needs with regard to safety preparedness; assisting in the formulation of college personal safety programs such as emergency evacuation plans and fire safety plans; conducting staff safety training in internal operating procedures, use of fire extinguishers and other safety devices, etc.
  - Serves as locking specialist: assists in determining college needs for various types of physical plant security; researches and investigates new locking products, mechanisms, devices, and technologies; ascertains the capabilities of various locking systems in view of college needs for secure classrooms, storage vaults, laboratories, offices, learning centers, etc.; provides direction to the college lock shop, or equivalent.
  - Serves as physical security specialist in other designated area of college security and safety.
  - Serves as training and development specialist for security staff on campus: reviewing new areas or procedures, operations, and protocols; determining staff needs; identifying appropriate subject matter and training techniques; planning, scheduling and/or conducting programs; evaluating training effectiveness. Also serves as liaison to University-sponsored training and development programs. Also monitors staff licenses and certifications to determine status and assure correctness and validity. Also conducts roll-call training.

- Level II
- Reporting to the College Security Director or designee, as part of the College public safety team,

serves as the Fire Safety Director for the College responsible for developing, implementing and keeping current a Fire Safety Plan for all facilities; overseeing and staffing Fire command stations; providing liaison to the Fire Department during operations; and notifying building occupants and directing evacuation during fire or emergency. Additional duties will include: recruiting, training and supervising all Fire Safety personnel including Deputy Directors, Fire Brigade, Floor Wardens, Building Evacuation Supervisors, etc.; coordinating fire safety matters with OSHA Coordinator, Campus Facilities and Building and Grounds; conducting, supervising and evaluating fire drills; performing all inspections as required by law; and maintaining all pertinent records. Performs related work.

- Reporting to the Deputy University Security Director or designee is responsible for coordinating and developing University wide security training for sworn and non-sworn personnel. Monitors and maintains required training and re-certification programs to ensure compliance with University and New York State Division of Criminal Justice Services (DCJS) guidelines. Provides liaison and support to the training and development coordinators and guidance on training assessment and evaluation process. Oversees the development, implementation and maintenance of a university wide training database and the maintenance of all records as required by law. Serves as principle coordinator for licensing requirements under NYPD Special Patrolman and NYS Security Guard Act. May supervise subordinate personnel. Performs related work.

**CONTRACT TITLE**

Campus Security Specialist

**FLSA**

Exempt

**MINIMUM QUALIFICATIONS**

Level I

- 1. Possession of a high school diploma, or equivalent and
  - (a) Two (2) years as a CUNY Campus Public Safety Sergeant or,
  - (b) Seven (7) years full-time experience in security, law enforcement, public safety, or a related field, or the equivalent experience in a technical field utilizing similar skills, competencies and/or equipment.
- 2. Possession of those special licenses, permits, or certificates as may be required by certification authorities in the field of specialization, to be specified in the job posting.

Substitutions:

- 1. Possession of an associate degree, or the equivalent, from an accredited institution of higher education may substitute for two (2) years of required generic work experience.
- 2. Possession of a baccalaureate degree from an accredited institution of higher education may substitute for four (4) years of the required generic work experience.

Note: All applicants must have no less than three (3) years progressively responsible duties directly related to the functional specialization of either physical security or security training and development.

Level II

In addition to the minimum qualifications stated above, candidates for Level II must have one of the following:

- 1. Those serving as Fire Safety Director must have two additional years of work experience in a position with fire safety management related duties and obtain all required certifications to serve as Fire Safety Director;
- 2. Those serving as a University Training and Development Coordinator must have two additional years of work experience in a position with oversight and/or coordination of security training and development related duties. At the discretion of the University Public Safety Director may be required to obtain/maintain Peace Officer Status and certification from DCJS as a Peace Officer instructor.

Note: Persons serving in this title are subject to a satisfactory background investigation, which may

include but is not limited to criminal history review, drug tests, driving record review, work history verification, reference checks, etc. Persons serving in this title are also subject to re-fingerprinting and re-investigation every five years.

**OTHER QUALIFICATIONS**

Preferred Qualifications:

- FDNY Certificate of Fitness for Supervision of Fire Alarms Systems and other related systems - (S95) and/or higher fire safety Certification
- NYPD Basic Security of Methods course and/or General Police Topic Instructor Certification
- CUNY Peace Officer status
- Available to work overtime when required

**COMPENSATION**

New Hire: \$46,742\*

Incumbent: \$52,816

\*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

**BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

**HOW TO APPLY**

-- OPEN TO CURRENT CUNY EMPLOYEES ONLY --

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigating to the following links: "Employment" and "Search Job Postings" or as CUNY Internal Employee through Self Service.

Please attach resume, cover letter and the names, addresses, and telephone numbers of three professional references.

**CLOSING DATE**

November 20, 2014

**JOB SEARCH CATEGORY**

CUNY Job Posting: Support Staff

**EQUAL EMPLOYMENT OPPORTUNITY**

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.