



**SUMMARY:**

This position maintains a uniformed presence at various posts both inside & outside MCCA facilities and / or conducts patrols as directed to ensure all employees, visitors, contractors to MCCA facilities are authorized, and to provide a safe environment. Responds to inquires made by visitors, contractors, employees at all times. Knowledgeable about each post staffed by Public Safety at all MCCA facilities. Responds to facility emergencies; provides assistance to other Public Safety Department personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The Authority's Public Safety Supervisor may designate various other duties and responsibilities.

- Attends Roll Calls when scheduled for duty, taking notes when required, reading all department directives, informational flyers, etc.
- As assigned by a supervisor, conducts patrols of MCCA facilities or staffs fixed posts.
- Provides clear directions and information regarding policies to visitors and staff
- Is knowledgeable about each Public Safety post and all Public Safety operating procedures.
- Is knowledgeable about each facility's emergency operating procedures.
- Assists with Event security as required or directed by Public Safety Supervisors and Managers.
- Provides a Public Safety presence and acts as a visible deterrent to crime and / or MCCA rules violations.
- Responds to emergencies as necessary or as directed, rendering aid and assistance as required and in accordance with MCCA Public Safety policies and procedures.
- Comes to the aid of fellow officers and / or the public and offers assistance when circumstances warrant.
- Maintains assigned equipment (radios, uniforms, etc.), reporting lost or damaged equipment to assigned supervisor.
- Assists visitors and customers as requested and required.
- Detects suspicious activities and watches for criminal acts or rule infractions which may be a threat to occupants of the facility, clients, employees and / or the facility itself; takes action to immediately correct and / or immediately report suspicious activity and potential threats as required by the Public Safety Department.
- Report all incidents, accidents, and / or medical emergencies immediately to Public Safety Supervisor or designee.
- As directed, responds to alarm activations, including security, duress, fire and intrusion alarms.
- May be required to possess, carry, and / or use equipment containing Global Positioning Satellite (GPS) and / or Radio Frequency Identification (RFID) technology.

**EDUCATION/EXPERIENCE:** A high school diploma or GED is required. One year of public safety/security experience strongly preferred. Familiarity with electronic surveillance equipment; computer systems such as Microsoft Outlook, Word, Excel, and Access strongly preferred.

**UNION:** Union membership initiation fee and monthly dues or assessments are required as per the collective bargaining agreement with SEIU Local 615.

To apply online please visit <https://home.eease.adp.com/recruit/?id=5815941>

