

ASSISTANT MANAGER OF CAMPUS ENFORCEMENT AND PATROL**NATURE OF WORK**

This is supervisory work assisting in the planning, organizing, and directing of the University Campus Enforcement and Patrol.

Work involves assisting the Campus Enforcement and Patrol Manager in planning, organizing, recruiting, training, and supervising the security staff personnel. Work also involves coordinating investigations, supervising the maintenance of records, and advising on traffic, parking for maintaining effective security services on the campus and at off-campus facilities. Work is performed with considerable independence by the Campus Enforcement and Patrol Manager through effective recommendations made and by observation of results achieved.

ILLUSTRATIVE EXAMPLES OF WORK

Makes inspection tours of the University facilities to ensure that tasks are being performed in accordance with prescribed systems and instructions.

Recommends on rules, regulations, and policies affecting traffic and University security.

Establishes procedures for the handling, recording, storage and return of lost and found articles.

Supervises or handles office routines, preparation of regular and special reports.

Recommends and implements procedures concerning parking and traffic control and vehicle registration; recommends and/or allocates parking spaces.

Conducts and/or assists the Investigations Officer in the conduct of out of the ordinary investigations.

Assists in the training and instruction of security personnel in security methods and University regulations.

Maintains liaison with the Newfoundland Constabulary and other police agencies regarding common police problems.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in police and security work including supervisory experience; graduation from high school preferably supplemented by courses or training in security methods or

general supervision; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Considerable knowledge of University security rules and regulations.

Thorough knowledge of the University and its traffic patterns.

Ability to supervise, plan, organize the work of subordinate security personnel.

Ability to advise superiors on matters affecting security and traffic safety.

Ability to provide instructional and on-the-job training to subordinates.

Ability to maintain effective public relations with faculty, staff, students, and visitors to the University campus.

Possession of a valid driver's license issued by the Province of Newfoundland and Labrador.

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1988.03.25

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