

College of the Redwoods

Position Description

Position: Manager, General Services	Position Number:
Department: Public Safety	FLSA: Exempt
Reports to: Director & Chief Human Resources Officer	Salary Grade: 126

Summary

Manage the District's Public Safety Department, Custodial and Campus Grounds to provide a safe and secure environment for staff and students. Direct, manage, and supervise the daily operations, activities, and resources of the Public Safety Department which includes security, transportation, custodial and grounds. Have responsibility for the day-to-day operations associated with Title IX/Violence Against Women Act ("VAWA") compliance obligations with assistance from Human Resources and the District Title IX Coordinator and assist with CalOSHA compliance and in-depth assistance with District overall risk management and hazard mitigation. The Coordinator will assist staff to ensure Districtwide accessibility for individuals requesting assistance where the individual is not already served by Disabled Students Programs and Services with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act.

Essential Duties and Responsibilities

- Manage and implement policies and procedures that ensure the safety and security of the college community and District facilities.
- Oversee parking enforcement.
- Provides leadership and works with staff to develop and maintain a high performance and responsive custodial, grounds, landscape, and horticultural service. Supervises staff within labor contract provisions in a way that contributes to positive employee relations.
- Prepares regular schedules for custodial and grounds maintenance and blends special projects during times of low pedestrian traffic, and allocates staff and resources for athletic and other co-curricular events including those contracted by feeder schools and community groups.
- Act as the liaison between the District and local law enforcement, advanced medical services, fire protection agencies and the citation processing service agency.
- Manage crime reporting software; compile and distribute crime statistics, in a timely manner, in accordance with annual Clery Act crime reporting guidelines.
- Assist the District in ensuring current emergency preparedness plans and documentation.
- Supervise, train, and assign subordinates to best accommodate the needs of the District and to provide consistent 24/7 coverage.
- Coordinate services for emergency and/or high-risk situations.

- Conduct routine safety inspections on grounds and facilities.
- Review and approve the daily patrol logs, records of crimes, incident reports, and records of parking issues and violations; submits required reports to appropriate outside agencies.
- Oversee the maintenance, testing, repair, replacement, use and operation of department equipment, supplies, vehicles, and uniforms.
- Support the planning and execution of program review and assessment of learning outcomes for the department. Assess the effectiveness of these outcomes. Based upon the outcome of the assessment, implement changes in the area of responsibility.
- Have responsibility for the day-to-day operations associated with Title IX/Violence Against Women Act ("VAWA") compliance obligations with assistance from Human Resources and the District's Title IX Coordinator.
- Serve as a contact for students (coordinated with DSPS), faculty, staff, and third parties for all issues dealing with ADA/504, and Title IX/VAWA compliance
- Collaborate with campus departments to educate the campus community regarding the processes available for addressing complaints of harassment, sexual violence, and discrimination and the rights and responsibilities of students, faculty and staff under applicable District policies.
- Provide ongoing training, consultation, and professional development for Public Safety and District personnel as appropriate.
- Assist with preparing regularly scheduled reports; maintain proper documentation to conform with record-keeping requirements of California/OSHA (Occupational Safety and Health Administration) for the District.
- Work collaboratively with other District personnel responsible for assuring the District's safety and health compliance activities.
- Provide in-depth assistance with District overall risk management and hazard mitigation, including identifying and mitigating hazards and optimizing insurance and safety programs.
- In coordination with the District's CalOSHA Compliance Officer, assist with monitoring California/OSHA (Occupational Safety and Health Administration) and other local, state and federal regulations, current legislation and nationally recognized environmental, health and safety standards to assure the District's compliance.
- Assist with CR's California/OSHA compliance program, including but not limited to District all facilities, work sites and capital construction projects.
- Assist with maintenance and updates to the Chemical Hygiene Plan for the District.
- In coordination with the District's CalOSHA Compliance Officer, coordinate training to department staff on a variety of safety topics.
- In coordination with the District's CalOSHA Compliance Officer, assist with regularly scheduled reports; maintain proper documentation to conform with

record-keeping requirements of California/OSHA (Occupational Safety and Health Administration) for the District.

- Perform related duties as assigned or required.

Qualifications

Knowledge and Skills

Requires:

- Knowledge of the methods and practices and procedures of effective law enforcement including those used in patrol, crime prevention, traffic control, investigation and identification.
- Sufficient human relations skills to communicate common information effectively.

Abilities

Ability to:

- Supervise staff and conduct performance evaluations.
- Utilize the tools and equipment of the profession in a safe and responsible manner.
- Analyze situations quickly and objectively to determine proper remedy, then administer effective corrective action.
- Resolve confrontation and stabilize chaotic situations.
- Use appropriate defense measures to protect self and/or others in adverse situations.
- Administer first aid in emergency situations.
- Interact effectively, both formally and informally, with college staff, outside agency personnel and the general public.
- Operate a computer and utilize relevant software.

Physical Abilities

- Ambulatory ability to walk and stand for extended periods of time.
- Sufficient hand-arm-eye and body coordination to physically suppress an adult.
- Visual acuity to observe changing environments and to recognize words and numbers.
- Auditory ability to carry on conversation and project voice in a noisy environment.

Education and Experience

Requires an Associate Degree in a criminal justice or related field or completion of a state approved police academy, and 1 to 2 years of experience in Public Safety, Campus Security, Parking Enforcement and Emergency Management.

Licenses and Certificates

Manager, General Services
@Jacobson, Betts &
Company

Required: Valid driver license and clean traffic violations report and current EMT certificate plus CPR and first aid training.
Desirable: Campus Security Officer Training, ICS 100, 200, 300, 400, 700, & 800 trainings, CERT training, Knowledge of ADA regulations, and Title IX/VAWA training, CalOSHA training.