

Ohio University – Compensation 2014

Job Family: **Environmental Safety and Police Services** | Career Track: **Technical and Administrative Support**

Maintains a safe and secure University campus. Monitors and mitigates potential risks to the campus. Conducts daily patrols of campus. Responds to disturbances. Enforces University rules and local, state, and federal laws. Develops health and safety procedures to ensure the well-being of the University community and visitors. Develops and implements recycling and sustainability programs. Directs transportation and parking services. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Technical and Administrative Support I	Technical and Administrative Support II	Technical and Administrative Support III	Technical and Administrative Support IV
Accountabilities	<p>PEOPLE Provides excellent customer service. Responds to routine inquiries with little need for interpretation of policies or procedures.</p> <p>OPERATIONS Works within well-established guidelines to provide transportation services to the University including transportation for passengers, materials, and supplies.</p> <p>Follows proper safety procedures, laws and regulations related to job area.</p> <p>Services and maintains equipment. Troubleshoots equipment problems.</p> <p>Prepares and maintains proper documentation and reports.</p>	<p>PEOPLE Coordinates the work of student workers and volunteers. Trains students and volunteers in routine tasks related to environmental safety, police services, and sustainability.</p> <p>OPERATIONS Answers inquiries regarding environmental safety and police services concerns such as questions regarding recycling and waste management.</p> <p>Handles routine office tasks such as answering the phone, greeting visitors, and answering routine inquiries.</p> <p>Orders and stocks appropriate supplies and materials. Maintains equipment according to specified standards.</p> <p>Maintains the safety and security of the campus environment by identifying, coordinating, and monitoring environmental and security concerns and activities such as recycling and waste management.</p>	None specified.	None specified.
Requirements	<p>Knowledge of environmental safety and security basic or commonly used procedures and/or equipment typically obtained by a high school degree or GED or equivalent and 0 to 2 years of general work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge of standard environmental safety and security policies, procedures, services, tools, and/or equipment in a field of specialization typically obtained by a high school degree or GED or equivalent and 2 to 3 years related experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>		