



Job Description

Position

Public Safety Officer

Selection Process

Based on application process, which includes but may not be limited to: Oral Interview, Security/Law Enforcement or Military Experience, Writing Assignment, Background Check, Physical Skills Assessment, and On-Call Availability.

Nature of Work

The position requires the ability to work seven days a week including holidays. The selected candidate must have the aptitude to interact with the public, make good decisions, and represent the Von Braun Center in a professional manner. Customer service is essential in the execution of the assigned duties. Limited supervisory assistance and direction in the utilization of entertainment or convention facilities may be required. Duties are varied, which require a thorough understanding of the facility, facility rules and policies, and assisting the Facility Security Coordinator in supervising the day-to-day security/safety activities.

Examples of Work:

- Establish and maintain effective working relationships with lessees, employees, patrons and support organizations.
- Handles complaints, disturbances or related problems with the public, staff or customers.
- Investigate, report and provide follow-up on incidents including damage/injury to the facility or individuals.
- Coordination with user groups to establish physical and operational security considerations, needs, and security manpower and equipment requirements.
- Assist in the supervision of support personnel within the department.
- Crime prevention throughout the facility.

Qualifications:

- Must be at least 21 years of age, hold a high school diploma or General Education Certificate (GED). Two years of college curriculum in security or police

administration or an equivalent combination of education, training and experience in security/police/military service.

- Possess good written communication skills.
- Current knowledge and experience with Window's Operating Systems and related programs with proficiency in MS Word and Excel.
- Capable of verbal communication adequate for clearly understandable radio transmissions.
- Past demonstration of good customer relations and interaction skills.
- Must be able to operate in a high stress environment.
- Ability to contribute and participate in a team environment with minimal supervision.
- Displays initiative and self-motivation.
- Must be of sound mind and moral character, with no felony convictions or convictions for misdemeanors involving moral turpitude, domestic violence or workplace violence.
- Possess a valid Alabama driver's license.

Physical requirements:

- Ability to perform assigned duties that require moderate to arduous physical exertion involving standing for extended periods of time, walking, running, stooping, bending, crouching, and climbing stairs or ladders.
- Ability to perform assigned duties in inclement weather conditions including rain, sleet, snow, extreme cold and heat.
- Routine lifting of objects at more than 10 pounds and occasional unassisted lifting of objects up to 35 pounds.

Duties and Responsibilities:

Include but not limited to:

- Safeguarding life, property, equipment and merchandise belonging to the Von Braun Center and/or its lessees.
- Perform access control and physical security functions to safeguard VBC property and assets.
- Crowd management.
- Completing the preliminary investigation and supplemental report for thefts, missing property, crimes against persons, and other reported offenses.
- Conduct lock and unlocks of all applicable venue access points, dressing rooms, and secure storage facilities as required.
- Perform safety inspections as required.
- Ability to learn and administer basic First Aid principles and techniques and use of an Automated External Defibrillator (AED).
- Perform other duties as assigned.