THE UNIVERSITY OF TEXAS SYSTEM

JOB DESCRIPTION

08/01/2012 6343

Guard/ Public Safety Officer, University Police

SUMMARY

Function: To provide service and information to students, employees and visitors; to enforce the rules and regulations of the U.T. System Administration or an institution of The University of Texas System pertaining to the operation and parking of vehicles on University property; to help safeguard property of the U.T. System Administration or an institution of The University of Texas System.

Scope: Responsible for enforcing the regulations pertaining to the parking of vehicles on University controlled property; directing traffic; patrolling University controlled property for the purpose of safeguarding buildings and property under the control and jurisdiction of the U.T. System Administration or an institution of The University of Texas System.

DUTIES

Typical: Provides service to students, employees, and visitors; writes reports; checks permits on vehicles entering and parked on campus or System Complex; directs flow of traffic and parking of cars when needed; issues parking permits when needed; and issues University parking violation citations. Patrols buildings and grounds to check for fires, water leaks, potential security and safety hazards and general building security, reporting all irregularities, emergencies, or suspicious activity. Ensures all personnel entering the System Complex or a campus are properly identified. Issues visitor badges and maintains a log of all issued badges. Provides directions to locate buildings and offices and other general information to visitors. Patrols buildings and grounds on foot or in vehicle to provide security and prevent crime. Writes reports on incidents occurring on a campus or the System Complex. Performs other related duties as required.

SUPERVISION

Received: Work is performed under the general supervision of the chain of command for the System Administration or an institution police department, typically that of a Senior Guard/Senior Public Safety Officer or a Sergeant, University Police. Supervision is usually available in person or by radio. Work requires the ability to make frequent minor decisions and occasional decisions of some significance. Work is reviewed for completeness, accuracy and compliance with departmental policy and procedure.

EDUCATION

Required: Graduation from high school, vocational school or equivalent.

EXPERIENCE

Required: None.

WORKING CONDITIONS

Usual: Working conditions involve exposure to variable weather conditions and working on any one of three shifts with varying days off and on holidays. Work involves a degree of hazard.

PHYSICAL CAPABILITIES

Duties involve driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding.

OTHER

Should have the physical and mental capabilities to properly carry out responsibilities and duties as a Guard/Public Safety Officer of The University of Texas System Police. Must possess a valid driver’s license and be eligible to drive a University owned and/or leased motor vehicle. Must successfully pass a thorough background investigation. Must be able to provide creditable testimony in a court of law.

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of Section 51.215, Texas Education Code.