Job Title: Institution Safety Manager  
Job Code: 30081

**JOB SUMMARY**

The Institution Safety Manager is responsible for directing the college’s campus safety and security operations.

**MAJOR DUTIES**

- Performs security duties at a college campus; patrols buildings and parking lots; assists students and visitors; investigates suspicious activities; transports bank deposits; monitors surveillance cameras; enforces parking regulations; responds to after-hours alarms;
- Trains, supervises and evaluates staff and ensures conformity with Technical College System of Georgia and college security policies and procedures;
- Coordinates activities with local law enforcement agencies and fire marshal;
- Initiates reports and maintains files;
- Investigates accidents and incidents; conducts interviews; files reports;
- Assists in the preparation of safety and disaster plans;
- Conducts safety inspections and reviews technical college emergency plans and procedures;
- Maintains knowledge of current trends, laws, polices and accreditation standards.

**COMPETENCIES**

- Knowledge of relevant local, state and federal laws
- Knowledge of Technical College System of Georgia and college policies and procedures
- Knowledge of law enforcement principles
- Knowledge of crime prevention practices
- Knowledge of first aid and emergency response techniques
- Knowledge of fire and burglar alarm equipment
- Knowledge of emergency management practices and theory
- Leadership skills
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

**MINIMUM QUALIFICATIONS**

Bachelor’s degree in a related field *and* Three (3) years of related work experience
Note: Experience may substitute for the degree on a year-for-year basis.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.