



Job Description

Job Title: Public Safety Officer

Reports To: Public Safety Director

Department: Renasant Convention Center & Cannon Center

Supervises: No

FLSA Status Full-Time Hourly; Non-Exempt

POSITION SUMMARY: This position is responsible for providing a wide range of public safety services to employees, public, clients and property by maintaining a safe and secure environment for customers and employees.

ESSENTIAL FUNCTIONS: *This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job elements.*

DUTIES AND RESPONSIBILITIES:

1. Monitors and controls access to Renasant Convention Center and Cannon Center Performing Arts facilities; monitor alarm systems and inspect doors and windows to ensure they are secured and operational.
2. Monitors, recognizes, and responds to surveillance system indicators or alerts.
3. Responds to all calls such as: alarm, fire, distress, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather discharge, and other incidents.
4. Ensures all logs and reports are clear and accurate including specific details of each incident and submitted in a timely manner daily.



5. Warns violators of rule infractions, report infractions and escort persons engaging in suspicious and/or criminal behavior off the premises.
6. Handles traffic mitigation, and/or parking enforcement.
7. Patrols facilities, grounds, parking lots and garages to check for safety and security hazards. Enforces fire lane loading and handicap parking including towing vehicles as necessary.
8. Secures the facility at night and opens in the morning as directed.
9. Conducts pre-event and post-event safety sweeps
10. Administers First Aid and/or CPR when required.
11. Attends and participates in all staff meetings and training sessions.
12. Performs other duties as assigned or directed.

QUALIFICATIONS: High School diploma or equivalent preferred with two (2) years security, safety or law enforcement related experience and/or training preferred. Convention Hospitality and/or Hotel industry experience preferred.

Licenses or Certificates:

- Must possess a valid Tennessee or State Issued Driver's License
- CPR; SIRA; AED; First Aid Certified.

SUPERVISORY RESPONSIBILITIES:

Minimal Required; Advised and delegated by Director of Public Safety

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work effectively in a service-oriented environment subject to frequently changing priorities.
- Ability to work under high pressure in meeting urgent deadlines.
- Ability to establish and maintain effective working relationships with staff, contractors, and facility users.
- Ability to identify job related challenges and make corrective recommendations to supervisor.
- Ability to work independently in the absence of supervision.
- Ability to assist general public and clients with basic questions/problems or obtain a supervisor who can assist.
- Ability to think clearly, responds quickly, and uses sound judgment in emergency situations.
- Ability to understand and follow instructions, both orally and in writing.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to prepare accurate and grammatically correct written reports.
- Ability to maintain courteous and tactful, but firm, relationships with public.
- Knowledge of the operation and use of security and life safety equipment.
- Knowledge of departmental safety and security procedures and practices.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Requires ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours.

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 50 pounds of force on a regular basis; and some dexterity in operating office equipment; must be able to use hands and fingers for sign language.

Unavoidable Hazards: The position is exposed to some unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.



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