



Job Bulletin E53 12/13

## COMMUNITY SERVICE SPECIALIST I

Temporary/ On-call – ending June 30, 2014

*This recruitment will remain open until filled. For priority consideration, please complete application by Tuesday, June 11, 2013. A review of applications will begin June 12, 2013 and the review period may end at any time thereafter.*

### ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 950. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

### MAJOR RESPONSIBILITIES:

- Patrols campus grounds and facilities (on foot, bicycle or by vehicle) to protect the campus and visiting personnel, property, and facilities against accidents, bodily harm, fire, theft, vandalism and illegal entry; monitors buildings for breaches of security, criminal activity, building problems and malfunctions; and eliminates and /or reports hazardous conditions. Performs minor service and repair to parking permit dispensers and meters. Conducts personal safety escorts and assistance. Provides building and vehicle lockout assistance.
- Maintains daily activity log; enforces parking regulations; directs traffic and assists in crowd control.
- Investigates incidents; prepares written reports of incidents requiring policy / public safety intervention; and takes the necessary action to correct situations or, if necessary, contacts the proper authorities for guidance and assistance; provides assistance to staff and patrols on an “on call” basis. Conducts follow-up investigations on various activities and situations.
- Attends meetings; serves on committees; participates in training; and performs other related duties as directed.

### SPECIAL REQUIREMENTS:

- A pre-employment background check, fingerprinting and a physical that includes drug testing, are required.
- Must possess and maintain a valid California Driver’s License and good driving record and must not have been convicted of a felony.
- Required to work a variety of shifts with a 4-hour notice; shifts may include working days, evenings, weekends and/or holidays.
- Required to provide emergency first aid and/or CPR to injured persons as well as assist in transport of ill/injured persons when necessary.
- Must be able to obtain and maintain a Transportation Worker Identification Credential (TWIC) in order to work aboard the training ship.

- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**MINIMUM QUALIFICATIONS:**

- High School graduate or GED and six months or more of security or law enforcement experience.
- Read, write, and orally communicate in a clear and concise manner.
- Understand and carry out oral and written instructions.
- Identify, observe and investigate potentially hazardous conditions or activities.
- Learn and enforce parking regulations.
- Exercise tact, courtesy, alertness and good judgment in making decisions according to laws, regulations, policies and supervisory expectations and in responding to others.
- Prepare concise and accurate reports; communicate effectively with diverse student, faculty, staff and community populations is essential.
- Act decisively and effectively in emergency situations.
- Provide problem solving, coordination, guidance, development and administrative support to campus programs for the successful accomplishment of the Department's Mission.

**DESIRABLE QUALIFICATIONS:**

- Bachelor's degree in a related field and previous experience working in a college environment.
- CPR and First Aid Certification.

**SALARY:** \$14.17 - \$21.24 per hour. Anticipated hiring salary not to exceed \$16 per hour (commensurate with experience).

**APPLICATION PROCESS:** Interested parties must submit the Cal Maritime Employment Application and current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.**