POSITION DESCRIPTION

TITLE: Public Safety Driver/On-Call General Support Staff - (Contingent)

Collective Bargaining – Ineligible - Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:
This position will provide support for the Department of Public Safety by providing transportation for the President of the College as needed, by providing transportation for students to the hospital, pharmacy, and urgent care, and support campus ticketing efforts as needed. In addition, this position may provide as needed support during campus events. Employees receive general supervision from the Shift Supervisor or Department Director and will work on-call, as needed, with some weekday scheduled hours available. This position reports to the Director of Public Safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Provides transportation for the President of the College as needed.
- Provides transportation for non-critical medical situations for students, for pharmacy needs, for urgent care and transportation to and from the hospital.
- Provides transportation for the Business Office for financial deposits to the bank.
- Must be available to work rotating shifts, respond to on-call emergencies, and be available to work weekends and holidays.
- Observes and reports any incident which may result in loss or damage to property or equipment, or endanger the safety of students, employees, residents, and visitors.
- Directs traffic and enforces parking regulations by ticketing vehicles.
- Enforces specified college policies and regulations.

SPECIAL REQUIREMENTS:

- Public Safety – Driver/On Call General Support staff are subject to call 24-hours a day, and therefore, are required to have a telephone.
- Public Safety Driver/On Call General Support Staff are subject to substance abuse testing in accordance with Code of Maryland Regulations 06.01.09, Testing for Illegal Use of Drugs.
- Public Safety Driver/On Call General Support Staff must possess a motor vehicle operator's license valid in the State of Maryland and must be eligible to drive a state vehicle.
MINIMUM QUALIFICATIONS:

- Education: High School diploma or GED certificate acceptable to the Maryland State Board of Education.
- Experience: A minimum of three years in a professional environment.
- Must have basic computer skills.
- Must have excellent customer service, a professional demeanor and good attendance and strong skills with the public.
- Must have or be able to obtain CPR, First Aid Certifications.
- Must hold a valid State of Maryland Drivers license and have a good driving history.
- Must be able to successfully pass a criminal background check.
- Must be available to promptly respond to unscheduled and/or urgent driving requests.
- Must have knowledge of the Greater DC driving Metropolitan area.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.