

# Guard/Public Safety Officer

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## Posting Details

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### Position Information

<b>Posting Number</b>	S05516P
<b>Position Title</b>	Guard/Public Safety Officer
<b>Department</b>	Police Department
<b>Location</b>	Arlington
<b>Job Family</b>	Police/Campus Safety
<b>Position Status</b>	Full-time
<b>Work Hours</b>	Shift
<b>Work Schedule</b>	<p>Our University Police Agency operates 24/7 including weekends, holidays, and overtime as needed.</p> <ul style="list-style-type: none"><li>• May be required to work day, evenings or night hours on one of three shifts.</li><li>• Must be able to work weekends and holidays.</li><li>• Must be willing to work mandatory overtime with minimal notice.</li><li>• Work involves a degree of danger.</li></ul>
<b>Open to</b>	External and Internal
<b>Salary</b>	Salary is commensurate based on qualifications and relevant experience.
<b>Duration</b>	Funding expected to continue
<b>Pay Basis</b>	Monthly
<b>Benefits Eligible</b>	Yes
<b>Benefits at UTA</b>	<p>We are proud to offer a comprehensive benefits package to all our employees at the University.</p>

To help you understand the full value of these benefits, we have created a tool that calculates the total worth of your compensation package. This tool takes into account all of the benefits that you are eligible for, including health insurance, retirement plans, and paid time off. To access this tool and learn more about the total value of your benefits, please click on the following link:

<https://resources.uta.edu/hr/services/records/compensation-tools.php>

### University Information

The University of Texas at Arlington is located in the heart of the Dallas-Fort Worth-Arlington metroplex, a vibrant and diverse metropolitan area that is home to over 7 million people, one of the fastest-growing tech economies in the United States, and a wide array of arts, entertainment, and cultural activities. UTA is a comprehensive teaching, research, and public service institution dedicated to the advancement of knowledge through scholarship and creative work. The University is committed to providing access and ensuring student success, and to a culture of innovation, entrepreneurship, and commercialization of discoveries by our community of scholars. With an enrollment of more than 40,000 students, UTA is the second largest in the University of Texas System. As a result of its combination of rigorous academics and innovative research, UTA is designated as a Carnegie R-1 "Very High

Research Activity” institution. UTA ranks No. 4 nationally in Military Times’ annual “Best for Vets: Colleges” list and is among the top 30 performers nationwide for promoting social mobility of its graduates (U.S. News & World Report, 2023). UTA is designated by the U.S. Department of Education as both a Hispanic-Serving Institution (HSI) and an Asian American and Native American Pacific Islander-Serving Institution (AANAPISI), and it has one of the top 5 most ethnically diverse undergraduate student bodies in the United States (U.S. News & World Report, 2023). Its approximately 270,000 alumni, including some who occupy leadership positions at many of the 24 Fortune 500 companies headquartered in North Texas, contribute to UTA’s \$22.2 billion annual economic impact on Texas.

Furthermore, UTA is poised to experience widespread growth in the near future. The university recently launched the first phase of its RISE 100 initiative aimed at recruiting 100 new tenure-system faculty to amplify research standing and position UTA as a leader in key scholarly areas; more details are available at <https://www.uta.edu/administration/president/strategic-plan/rise100>. The successful candidate for this position will have the opportunity to join UTA during an exciting period of growth and contribute as the university broadens its impact.

## **Job Summary**

Public Safety Officers safeguard the community and property the U.T. System Administration or an institution of The University of Texas System. The Public Safety Officer’s duties include patrolling assigned areas, observing, and investigating suspicious behavior, enforcing regulations, completing incident reports, and processing lost/found property. Public Safety Officers work collaboratively with members of our community, other departments, and external partners. Public Safety Officers are expected to be highly attentive to irregularities and problem solve situations in their assigned area.

## **Essential Duties and Responsibilities**

- Provides service to students, employees, and visitors; writes reports; and directs flow of traffic and parking of cars when needed.
- 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.
- Investigates and reports suspicious incidents; reviews and monitors security camera systems; and completes reports as necessary.
- Processes recovered/found property.
- Ensuring proper chain of custody, secure handling procedures, and correct disposition of property.
- Responds to and assists on fire alarms, medical emergencies, and injured person incidents.
- Provides support to police officers.
- Performs other duties as assigned.

## **Minimum Qualifications**

- High School diploma, GED, or equivalent.
- Must have the physical and mental capabilities to properly carry out responsibilities and duties as a 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.

## **Preferred Qualifications**

- Good communication skills.
- Experience with Microsoft Office Suite.

## **Knowledge, Skills and Abilities**

- Ability to complete all physical tasks as needed.

## **Other Requirements**

## Working Conditions

### Special Conditions for Eligibility

This position is classified as security-sensitive and thereby subject to the provisions of Section 51.215, Texas Education Code.

### CBC Requirement

It is the policy of The University of Texas at Arlington to conduct a criminal background check on any applicant who is under final consideration for employment with the University.

### EEO Statement

It is the policy of The University of Texas at Arlington (UTA or The University) to provide an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, national origin, religion, age, sex, sexual orientation, pregnancy, disability, genetic information, and/or veteran status. The University also prohibits discrimination on the basis of gender identity, and gender expression. Retaliation against persons who oppose a discriminatory practice, file a charge of discrimination, or testify for, assist in, or participate in an investigative proceeding relating to discrimination is prohibited. Constitutionally-protected expression will not be considered discrimination or harassment under this policy. It is the responsibility of all departments, employees, and students to ensure the University's compliance with this policy.

### ADA Accommodations

The University of Texas at Arlington is committed to providing reasonable accommodation to individuals with disabilities. If you require reasonable accommodation in completing this application, interviewing or otherwise participating in the employee selection process, please direct your inquiries to 817-272-5554 or email [ADADocs@uta.edu](mailto:ADADocs@uta.edu).

## Posting Detail Information

### Number of Vacancies

2

### Open Until Filled

### Minimum Number of References Required

3

### Maximum Number of References Accepted

3

### Special Instructions to Applicants

Applicants must include in their online resume the following information: 1) Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties and 2) Education: school name, degree type, and major.

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## Requirement Questions

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Required fields are indicated with an asterisk (\*).

1. \* What is the highest level of education attained?

- GED
- High School Diploma
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- PhD or equivalent

2. \* Do you possess a valid Texas Class C operator driver's license or any other states equivalent to driving a personal vehicle?

- Yes
- No

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## Documents Needed To Apply

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### Required Documents

1. Resume or CV
2. Cover/Interest Letter

### Optional Documents

None