



Job Description: Safety Officer/Part-Time  
Reports To: Manager, Protective Services  
Status: Non-Exempt  
Date: July 2019

## Safety Officer Part-Time

### JOB SUMMARY

---

The Safety officer works in The DoSeum's Operations Department, with primary responsibility for overseeing the safe and secure operation of the 5 ½ acre museum campus, comprised of a nearly 65,000 square-foot museum. This position is a variable position working up to 25 hours per week, working weekends, special events, holidays and on-call as needed. The Safety officer reports to the Manager of Protective Services on operation of the museum's safety, security and protection services.

### ESSENTIAL RESPONSIBILITIES

- Patrol The DoSeum premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Patrol on foot parking lots to direct traffic and ensure safety of visitors.
- Answer alarms and investigate disturbances.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Ability to follow standard safety procedures and protocols.
- Other duties as assigned.

### MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Must have a knowledge and understanding of museum security and fire standards.
- Security guard background preferred.
- Flexible schedule (must be able to work evenings, weekends and some holidays, as events require)
- Must be available for extended hours on a project-by-project basis.
- Possess a valid driver's license.
- Or equivalent combination of education and experience.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Regularly required periods of physical activity, including moving briskly through the building, climbing ladders & stairs, and responding quickly to alarms and emergencies.
- Safety officer must be willing to work entire shift standing and in adverse weather conditions.
- Variant noise levels.

### APPLICATION PROCEDURE

---

Submit resume, the names of three references and cover letter indicating interest and qualifications to [HR@theDoSeum.org](mailto:HR@theDoSeum.org). Please reference "Position: Safety Officer" in the subject line.

*The above statements are intended to describe the general nature of work performed by the Safety Officer. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position, which can be revised real-time at the discretion of the Manager of Protective Services. The DoSeum is an equal opportunity employer.*