



HUMAN LEARNING SYSTEMS POSITION DESCRIPTION

Safety and Security Manager

Position Title: **Security and Safety Manager**
FLSA: **Exempt**
Location: **Gerald R. Ford Job Corps Center**
Department: **Security**
Reports To: **Center Director**

The Security and Safety Manager will provide support for a U.S Department of Labor Job Corps contractor at the Gerald R. Ford Job Corps Center, on the center campus located in Grand Rapids, Michigan.

The Job Corps program is a federally-funded residential training program. The mission of Job Corps is to provide career-based technical and academic training and job placement assistance to program eligible youth ages 16-24.

The Safety and Security Manager is responsible for the day to day functions of center safety in compliance with Job Corps program requirements, corporate guidelines and federal, state, and local regulations. The role of the Safety and Security Manager is to create and preserve an environment where center's staff, students, and visitors are safe and well-protected.

- Implements policies and procedures required for center safety, security and fire prevention operations and ensures that they are carried out in a humanistic and professional manner.
- Implements security practices and procedures ensuring compliance with DOL and corporate policies; oversees and coordinates action plans and reviews plans for consistency.
- Coordinates with local fire, police and other emergency agencies.
- Coordinates, conducts and reviews effectiveness of drills, evacuation plans and emergency procedures; reviews risk assessments and develops plans to positively impact the security department, behavioral norms and the campus culture.

Must possess knowledge of campus safety procedures as well as training and/or certification in fire protection/prevention safety, OSHA, State law safety requirements; criminal justice; law enforcement; and military, industrial facility or campus security. ,Education and Experience: Bachelor's Degree in Criminal Justice or related field. Combination of education and experience may be substituted for degree on a year-for-year basis.

Credentials:

Credentials:

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| Education and Experience | Education and Experience |
| Certifications, Licenses, Registration | Valid Michigan driver's license, CPR/First Aid certifications (within 90 days) |

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