

ZOOLOGICAL SOCIETY OF PHILADELPHIA

Job Title:	Public Safety Officer- Seasonal
Department:	Department of Public Safety
Classification:	Seasonal
Exempt/Non-exempt:	Non-Exempt
Revision Date:	August 2015

General Description:

Under the immediate supervision of the Shift Sergeant and the general direction of the Director of Public Safety, the Public Safety Officer is responsible for protecting the assets of the Philadelphia Zoo. Assets include people, animals, property, information and the reputation of the Philadelphia Zoo.

Essential Job Functions:

1. Conducts building inspections and patrols Garden to secure from intrusion, fire, etc; monitors entry to the Garden at Gate H; distributes keys; checks identification; notifies employees when appointments arrive; inspects bags and packages as necessary or directed; after regular business hours, escorts employees and guests to their vehicles parked outside the Garden; transports and accounts for money bags, change and daily receipts in accordance with established internal controls for cash handling. Operate in the capacity of a Public Safety Dispatcher, monitoring multiple radios, logs, and activation of mass notification devices.
2. Observe and report violations of local, state and federal laws to management and cooperate with law enforcement in providing appropriate information to assist in prosecution. Observe and report to management, violations of Zoo policies.
3. Through meticulous physical appearance and professional presentation serves as an active deterrent to potential security risks; recognizes and responds to changes in normal conditions that may lead to safety or security risks including contacting appropriate outside agencies.
4. While on patrol at a stationary post or on patrol, be vigilant to observe, report and note any possible safety or hazardous situations or activities. Ensure appropriate levels of access control are in place during all hours, report any discrepancies and make notifications to individual members of management as may be required.
5. Interact with guests, staff, and responders in a calm, professional and courteous manner; responding appropriately to guest requests promptly. Respond appropriately to guest requests and complaints in an accurate, courteous and prompt manner; acts as a good-will ambassador of the Zoo.
4. Responds to and controls emergency situations; administers first aid and CPR and arranges for emergency medical situations as required. Apprehends and detains people within the limits specified under the Criminal Code of the Commonwealth of Pennsylvania and internal policies and procedures.

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6. Submit written reports, without exception, of all incidents and activities occurring on Zoo property and in the immediate perimeter area relative to the Philadelphia Zoo. Reports are to be concise, accurate, grammatically correct and able to be presented for management and/or legal review.
5. Ensure proper use and care of department equipment; operate and maintain equipment and vehicles in accordance with established policies and procedures. Safeguard company assets, property, equipment and facilities against illegal and destructive acts.
6. Enforce and abide by all rules, regulations and policies of the Philadelphia Zoo and the Public Safety Department.
9. Performs all duties in accordance with established policies and procedures.
12. As necessary, present verbal and material evidence in Court.
13. Ability to perform duties of Shift Sergeant, in his/her absence, with compensation.

Knowledge and Ability Requirements:

1. High school diploma or equivalent and training from a State or Municipal law enforcement-training academy, contract security, in-house proprietary security, military police, PA Act 235, EMT, and/or comparable Emergency Services training.
2. A minimum of two (2) years' experience in private security, fire, EMS, military unit and/or public/law enforcement agency. Experience must be in a "team" environment as part of a larger security, military, emergency services or law enforcement contingent covering a campus, industrial, utility, institutional or municipality.
3. Demonstrated ability to read and write in English equivalent to a high school graduate. Ability to communicate in English particularly in emergency situations requiring clear and definitive articulation to assure confidence, control and safety of those involved; to respond to guests and employees with poise, tact and authority during routine and/or crisis situations; to interact effectively with all levels of employees and with law enforcement authorities; to make sound judgements, resolve conflicts and deal with both victims and perpetrators of crime.
4. Must possess or be able to successfully complete and maintain current CPR and First Aid Certification as set forth by the American Red Cross or equivalent association. Any additional certifications as an Emergency Medical Technician, and/or Pennsylvania State Police Act 235 must be maintained and current.
5. Must successfully complete the following FEMA courses during the probationary period: ICS-100, ICS-200.

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6. Function in a non-discriminatory manner. Must possess the ability to make mature and sound judgments; defuse and resolve conflicts.
7. Available to work a variety of shifts including days, evenings, and midnights as well as weekends and holidays.
8. Must possess and maintain a valid motor vehicle driver's license and clean driving record.
10. Will consider a comparable combination of education, training and experience.

Non-Essential Job Functions:

1. May be assigned other areas of responsibility within the department as well as special projects and assignments.
2. May assist with training, coaching and guidance of new and existing Public Safety staff.
3. Perform other duties as assigned.

Physical and Medical Requirements:

1. Must be in good physical condition and able to successfully complete a post offer fit for duty medical evaluation, which includes a drug test and tuberculosis test.
2. No significant uncorrected impairment of visual or auditory ability.
3. Must be capable to stand or walk for long periods of time (approximately 100% of their assigned shift); ability to climb stairs, bend and stoop during the execution of duties.
4. Ability to lift and carry a weight up to 25 pounds.
5. Ability to physically intervene or restrain persons acting in a disruptive or disorderly manner.
6. No allergies related to plants or animals that would interfere with the ability to work.
7. Ability to operate in a sedentary fixed post position for long periods of time and/or entire shift.

Additional Requirements:

1. Successful completion of a post-offer background check, including criminal, driving records and ability to obtain PA Child Abuse History Clearance and FBI Fingerprinting.

Working Conditions:

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1. Able to patrol and monitor 42 acres on foot in all weather conditions.
2. Able to work all shifts and schedules including mandatory overtime.