



ISCC

POST OFFER PRE-EMPLOYMENT EXAM

“POPE” PROGRAM OVERVIEW

Since our inception over 20 years ago, ISCC has prided itself on being the preeminent Self-Insured Group for Educational and Cultural Institutions in Massachusetts. Over the past twenty plus years we have been on the forefront in our efforts to not only create a safe work environment and culture for all our members and their employees but to control our overall insurance cost in an efficient and pro-active manner.

To this end we at ISCC have decided to offer free to ISCC members, Post Offer Pre-Employment exams for designated high-risk jobs. We have noted that employees in some jobs may not have been physically capable of handling the job tasks in the positions they were employed. This discrepancy has at times led to injury. We feel that it is important enough to take some positive action to counter this issue, thus this initiative.

This overview will provide you with the needed details of the POPE Exam process so that it can be utilized at your facility/institution.

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Post Offer Pre-Employment Physical Process

Purpose

The purpose of the POPE is to ensure that new employees hired at ISCC organizations are suited to meet the physical demands of the position for which they are applying. A POPE exam is recommended for all applicants/new hires of designated job classifications/departments. If this is applied equally to every incoming person for said classifications then you should avoid potential issues. The physician conducting the POPE exam will provide a professional opinion as to whether the applicant has the physical capability to perform the essential functions of the job. If the applicant cannot perform the essential functions of the job without some restrictions, (which will require reasonable accommodation), this will be noted in the report. The ISCC POPE program complies with ADA requirements for physical examinations once a job offer has been made and accepted if this is applied equally for all applicants in the same job classification and pertains to the physical demands of the job. The exam must take place prior to the start of employment.

Applicability

The ISCC POPE program recommends that exams are to be done for full and part time positions for the job classifications listed below. Once the job offer is made, you will advise the applicant that hiring is "contingent upon successful completion of the Post Offer Pre-Employment exam". Also, if a current employee transfers to another department where the physical is recommended, and will work more than 20 hours a week in the designated job, then a physical is recommended.

Positions Covered under the POPE Program

The ISCC POPE program recommends that applicants for the positions noted in Attachment 1, receive a POPE exam. The success of the program depends upon new employees having the exams so that they will be deemed fit for the job for which they are selected. If you feel you need to expand the scope of the positions covered, please contact ISCC's Administrator (Attachment 2).

Approved Facilities

The approved POPE exam facilities have been screened by FutureComp on behalf of ISCC and are listed in Attachment 3. If you feel you would like to include an Occupational Health facility that you currently use and is not in Attachment 3, please contact ISCC's Administrator (Attachment 2).

Information Necessary to Have a POPE Exam Conducted

In order for ISCC to pay for a POPE exam, the following information is needed and is to be presented to the facility where the exam will be completed:

- A copy of the POPE Exam Introduction Letter – Attachment 4
- ISCC Member contact information for POPE exam implementation – Attachment 2
- A copy of the application with the social security number removed
- A copy of the job description including physical demands. If you do not have your own job descriptions, samples are supplied in Attachment 5. You will need to modify these job descriptions to your own jobs. If you would like assistance doing so, please contact your ISCC Loss Control Contact noted in Attachment 2.

Refer to the ISCC website for an inventory of job descriptions www.iscc-wc.com.

The examining facility will then provide a copy of this information to FutureComp for payment processing.

Physical Examination

The POPE exams will include, but will not be limited to the following:

- A complete medical history signed by the applicant
- Vision Test
- Exam of all major joints
- Grip strength test
- Functional testing including cervical and lumbar testing, lifting
- Cardiovascular assessment

Additional areas may be required if they are deemed necessary by the examining physician based upon the job requirements.

What you can Expect to receive once the POPE Exam is Completed

Once the POPE exam has been completed, the physician will complete a report and indicate:

- The applicant passed the exam
- The applicant did not pass the exam
- The applicant passed the exam with restrictions for which a reasonable accommodation may have to be made
- The results are on hold pending further medical information/testing

You should not receive any medical results from the POPE exam.

Americans with Disabilities Act Impact

ISCC and its members do not discriminate based on disability in its hiring or employment practices.

“The ADA prohibits employment discrimination against “qualified individuals with disabilities”. A qualified individual with a disability is “an individual with a disability who meets the skill, experience, education and other job -related requirements of a position held, or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job.”

If a result of the POPE exam, reasonable accommodation is necessary for an individual with disabilities, the offer must be made, providing it does not place undue hardship on the member’s operations. One must consider the burden and expense that may be placed on a member due to their size, resources and overall operations. Reasonable accommodations will be reviewed on a case by case basis. Remember that during the interview you may not ask an applicant about any disabilities; however, you may ask if they are able to perform the essential functions of the job.

If an individual is not hired because the POPE exam revealed a disability, the reasons for not hiring that applicant must be job related. You must demonstrate that reasonable accommodations were not available that would allow the applicant to perform the essential functions of the job. Also, you must demonstrate that the accommodations would pose a hardship on your organization. You may also disqualify an applicant if it is felt that this person would pose a direct threat to health and safety to themselves or others during their employment.

Frequently Asked Questions

What is the Benefit to my institution for using the POPE program?

The benefit to the member is that the most suitable employee will be chosen for the job. We also anticipate that this process will reduce your claims costs.

How does ISCC Benefit by having POPE Exams Completed?

The benefit to ISCC is that the most suitable employee will be chosen for the job. We also anticipate that this process will reduce our overall claims costs.

Why are we using designated facilities to conduct POPE Exams?

These facilities have been carefully chosen based on their expertise in the field of Occupational Health. It is anticipated that they will perform a more complete physical exam than one done by a Personal Care Physician.

Why are POPE Exams conducted by job classification?

To comply with ADA requirements all POPE Exams must be based on job classification and cannot be applicant/employee based.

Why do I need to have a job description for a POPE Exam?

It is necessary to have a job description to have a more comprehensive physical which will determine if the applicant can meet the physical demands of the job.

Is it true that if a current employee transfers to a job that is a designated job classification, he/she should receive a POPE exam?

Yes, if they will work more than 20 hours a week in the new job, then they should receive a POPE Exam.

What is meant by "Physical Demands" of the job?

The physical demands will address lifting, time spent bending, walking, stooping, and reaching; driving requirements and workplace conditions.

What is the Cost of a POPE Exam?

Exams that meet the ISCC criteria are FREE to members. If you choose to expand this process outside of the designated ISCC positions then it will be at the cost to the member. Costs will range from \$75-\$125. This may not include the cost for additional testing needed on the advice of the physician.

If Additional testing is needed, who pays?

In most cases ISCC will pay for the additional testing.

Are POPE Exams required for outsourced positions?

No, outsourced jobs are not your employees. They are subcontracted. However, you should ensure that you are receiving workers compensation certificates of insurance for all subcontractors.

Is Drug and Alcohol Testing Covered on the POPE Exam?

If this is part of your job description for Bus Driver jobs, then it will be covered as part of the exam. If it is NOT listed on the job description, it will generally not be covered.

Why are teachers and administrators not covered under the POPE Program?

The POPE Program is meant to address job classifications which are more physically demanding. We based this upon the past 20 years of loss history.

What happens if I ask for a POPE exam for a job title not covered under this program?

You will be billed directly for any physical done for a non- covered job title. If you feel the scope of jobs covered should be broadened, please contact your ISCC Loss Control Consultant.

Can a POPE exam be conducted without a job description?

Yes, but you will be billed directly for the exam. *ISCC will not pay for it.*

Can you provide me with the Physical demands for a complete job description?

This can be done on a case by case basis. Please contact your ISCC Loss Control Consultant.

What questions can be asked during the POPE Exam?

The physician can ask if the applicant has had previous injuries and workers compensation claims; if they have any disabilities and if they have had to take time off for sick leave in the past.

What is a reasonable accommodation?

That which allows a qualified individual with a disability to perform the essential functions of the job.

What is a direct threat defense?

A direct threat defense can be used to deny an applicant from working under the following conditions:

- The applicant can be screened out if it is determined that they pose a risk to themselves or others.
- When an applicant may worsen a current medical condition by working, based on the physical demands of the job.
- The direct threat defense can only be used if it is 'job related' and is consistent with the business necessity.
- The risk must be documented during conducting a POPE Exam.
- Can be used when no reasonable accommodation would either reduce or eliminate the risk.

Attachment 1

Positions covered under the POPE Program

The ISCC POPE Program recommends that applicants for the positions listed below receive a POPE exam:

Physical Plant

- Maintenance
- Grounds
- Housekeeping
- Custodial services

Dining service

Public Safety – Security /Campus police

Bus Drivers

Job Transfers

FutureComp®

INDEPENDENT SCHOOLS COMPENSATION CORPORATION/FUTURECOMP TEAM LISTING

<u>GROUP ADMINISTRATORS</u>	
Todd R. Johnson, Administrator President-FutureComp Tel: 781-376-2682 Cell: 508-572-0040 Email: Todd.Johnson@usi.com	Kathy Camire Account Executive - FutureComp Tel: 603-665-6121 Email: Kathy.Camire@usi.com **ISCC Website Logon Contact
<u>FINANCE & UNDERWRITING TEAM</u>	
Seth Pratt Senior Accountant - FutureComp Tel: 603-665-6001 Email: Seth.Pratt@usi.com	Kelly Grahm, CIC, CISR Underwriting Manager Tel: 781-939-2004 Email: Kelly.Grahm@usi.com
<u>CLAIMS & MEDICAL CASE MANAGEMENT TEAM</u>	
Sharon Thomas, Senior Lost-Time Claims Adjuster Tel: 781-376-2704 / Fax: 610-362-8463 Email: Sharon.Thomas@usi.com	Melanie Kane, Non-Lost Time Claims Adjuster Tel: 603-665-6130 / Fax: 610-537-9393 Email: Melanie.Kane@usi.com
Leslie Giroux, TPA Claims Team Leader Tel: 781-376-2758 / Fax: 484-652-5362 Email: Leslie.Giroux@usi.com	Steve Grahm, Vice-President Claims Tel: 413-750-4250 / Fax: 413-739-9330 Email: Steve.Grahm@usi.com
Karen DeRoche, BS, RN Nurse Case Manager Tel: 401-558-3111/Fax: 610-362-8470 Email: Karen.DeRoche@usi.com	Moira Barresi, RN, BSN, CCM, Nurse Case Manager Tel: 413-750-4219 / Fax: 866-292-7628 Email: Moira.Barresi@usi.com
Jane Sutter, RN, BSN, CCM, Nurse Case Manager Tel: 413-750-4244 Email: Jane.Sutter@usi.com	Deborah Uckno, RN, CCM Nurse Case Manager Tel: 203-634-2838 / Fax: 610-537-4605 Email: Deborah.Uckno@usi.com
Jennifer Gomez, RN Vice President of Utilization Review Services Tel: 781-376-2644 / Fax: 866-293-8018 Email: Jennifer.Gomez@usi.com	Kimberly Ferris, RN, CCM Vice President Medical Case Management Tel: 413-750-4213 / Fax: 610-537-2729 Email: Kimberly.Ferris@usi.com
<u>LOSS RUN REPORTS [DEDICATED EMAIL ADDRESS]</u> FutureComp-WCSupport@usi.com	
Sonja Cruz, Technical Services Associate Tel: 413-750-4321 / Fax: 413-739-9330 Email: Sonja.Cruz@usi.com	Heather Touchette, Technical Services Associate Tel: 413-750-4241 / Fax: 413-739-9330 Email: Heather.Touchette@usi.com
<u>CLAIM REPORTING LOG ON</u>	
Sarah Depergola Vice-President & MIS Systems Reporting Tel: 413-750-4273 / Fax: 413-739-9330 / Email: Sarah.Depergola@usi.com	
<u>LOSS CONTROL & SAFETY</u> [** Risk Management Center Logon Contact]	
Zach Collins Sr. Loss Control Consultant Tel: 603-665-6056 / Cell: 603-819-9891 / Email: Zachary.Collins@usi.com	
Dan McCarthy, CPEA Loss Control Vice President/Team Leader Cell: 508-570-1449/ Email: Daniel.McCarthy@usi.com	

Attachment 3

Approved Facilities

These are some of the facilities we have approved to conduct the POPE exams for ISCC:

- New England Baptist Hospital – Boston
- Mount Auburn Hospital – Cambridge
- Beth Israel Deaconess hospital – Needham
- Beth Israel Deaconess Hospital – Milton
- Jordan Hospital Occupational Health – Plymouth
- Harrington Hospital – Sturbridge
- Berkshire Medical Center – Pittsfield
- Mid Cape Medical Center – Hyannis
- Nashoba Valley Medical Center – Ayer
- Quadrant Health Strategies – Peabody
- Southcoast Health System – Fall River
- AEIOOU/Wake in Center – Amherst
- Fallon Clinic – Auburn
- Lawrence General Hospital – Occupational Health – Lawrence

To Whom it may concern:

As a member of the Independent Schools Compensation Corporation (ISCC), _____ is being referred for a Post Offer Pre-Employment examination as an applicant of _____ in the _____ department. Please refer to the attached job description for a summary of duties they will need to be able to perform as part of their regular duties. Please tailor the physical exam to the accompanying job description so the potential employee is evaluated to the key components of the job in question and will allow the employer to make an informed decision for hiring. ISCC will cover the costs of the examinations for the departments specified below.

Departments Covered

- Facilities/Grounds/Housekeeping/Custodial Services
- Dining Services
- Public Safety/Campus Police
- Bus Drivers

All bills associated with the Post Offer Pre-Employment examination should be sent directly to the workers compensation administrator, FutureComp.

FutureComp will need the following to process the payment

- A copy of this letter
- The billing information (include the organization and contact information that performed the physical)
- The copy of the application without the social security number
- A copy of the job description
- Email to FutureComp-Finance@usi.com
 - You may also fax the correspondence to 413-739-9330 or mail to ISCC c/o FutureComp, 711 East Main Street, Suite 201, Chicopee, MA 01020.

We look forward to working with you and our respective ISCC member. Please feel free to contact me if you have any questions.

Todd R. Johnson
Administrator
FutureComp
12 Gill Street, Suite 5500
Woburn MA 01801

Attachment 5

Template of Job Descriptions

- 1) Building Service Worker Physical Plant
- 2) Grounds Worker
- 3) Public Safety Offer

Job Description

Position Title:
Building Service Work

Date:

Division/Department:
Physical Plant

Reports to: Building Service Supervisor

Term: Full Time _____
Part Time _____
Hrs./Week _____

12 months _____
10 months _____
9 months _____

Grade: _____
FLSA: _____
Account #: _____

Primary Purpose:
Provide custodial service, furniture movement and assist with event services to college community.

Essential Job Functions:

Custodial services. Perform custodial services to maintain a clean and safe environment for students, staff and visitors. This includes cleaning all building areas and furnishings, using appropriate equipment, cleaning chemical and taking appropriate safety measures.

Rubbish and recycling removal. Empty rubbish and recycling containers and put in proper place for pick up.

Maintain security and safety guidelines. Maintain security of assigned areas, observe safety rules and regulations, and report defective or unsafe conditions to the supervisor.

Furniture movement as needed or requested.

Exercise sound judgement when using equipment and chemicals, and must follow and use approved safety standards and precautions.

Respond to all requests and complaints in a professional, courteous and timely manner.

Perform other duties as assigned.

Other Job Functions:

Work overtime as necessary and have flexibility in shift hours
Maintain clean workspace
Assist other departments when needed

Supervisory Responsibilities

None

Required Knowledge, Skill and Abilities:

Ability to read, understand and follow oral and written instructions
Ability to organize and prioritize workload with minimal supervisor to meet required deadlines
Ability to work independently, resolve problems and function as a member of a team
Ability to lift and move heavy furniture and operate bulky and heavy equipment
Physically capable of lifting 40-50 pounds
Knowledge of cleaning chemical and safety procedure

Individual must possess knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

Qualification Standards:

Education/Experience

Licenses

Other Preferences: previous custodial and customer service experience and High School diploma or equivalent preferred.

Position Title: Custodian

Scope:

Responsible for maintaining the overall cleanliness of the college. Instructions to the employee are generally specific, but must be performed following established practice and procedures.

Essential Functions:

Must be able to work independently. Use master keys to lock and unlock doors to private rooms, offices and other areas following present schedule or as required. Pick up and return key sets following established practices. Report lost or missing keys to supervisor, foreperson and House Coordinator immediately.

Work from written or verbal orders and instructions, pre-established work patterns and assignments. Use vacuum cleaners, electric polishers, steam extractor, mops, brooms, buckets and other similar items. Report items such as smoke detectors, door closers, etc. in need of repair.

Inquire with the coordinator to receive day to day custodial duties.

Cleaning duties consist of but are not limited to, washing sinks, bowls, interior windows, pictures, glass doors, partitions, vacuum and clean rugs, mop, sweep and scrub floors; dust desks, tables, chairs, furnishings, doors, trim and other related items. Empty refuse containers, pick up and remove debris and trash, place in designated area or receptacle. Clean and sanitize lavatories, toilets, restrooms, basin and similar items; replenish and replace tissues, towels, soap and other items.

Shovel or clear away snow and steps and access routes, building entrances and connecting walkways. Police designated outside area, pick up and dispose trash, debris, leaves and similar items; place in trash receptacle. Care of interior plants and seasonable decorating

Occasional overtime will be required for emergencies, special events and/or to complete necessary work. Adjust work schedule to include coming in at some time during all holidays and long weekend. Detect and report defective or unsafe equipment and material as well as unusual situations to supervisor and house coordinator. Observe and obey all safety rules, practices and procedures. Post signs in work areas as required. Maintain work and supply area in a neat and orderly manner. Requisition needed supplies following established procedures.

Ability to frequently lift to 60 lbs. and occasionally lift to 75 lbs. with assistance is required. Requires periodic kneeling and crouching; occasional bending and twisting; and ability to climb a 6' ladder. Must be able to move furniture, equipment and items such as desks, chairs, bureaus, beds and similar items using a hand truck, dolly, etc. within assigned areas as directed.

Care of outside furniture, the patio and upper desk
General care and cleaning of the 14 cars assigned to the fleet

Other duties

The description above represents the most significant duties of this position but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the factor degrees assigned.

Non-Academic Position Description

Position Title: Grounds Worker

Date:

Division/Department: Physical Plant

Reports to:

Term: Full time _____
Part Time _____
Hrs./Week _____

12 Months _____
10 months _____
9 months _____

Grade:
FLSA:
Account #:

Primary Purpose:

Care and maintenance of the college grounds and athletic field, trees, shrubs and plantings.

Essential Job Functions:

Under the supervision of the Grounds Manager and Grounds supervisor, perform duties required to maintain the college grounds athletic fields and plantings.

Care of grounds, plants and flowers during growing season. Perform all mowing, weed whacking, edging, mulching, weeding, planting, fertilizing, pruning, aerating and slice seeding to keep the grounds attractive and neat.

Care of grounds, stairs, walkways, driveways and parking lots during snow season. Ensure safety of community and guests by keeping grounds and walking areas free of ice, snow and other hazards.

Maintain athletic fields. Perform all fertilizing, aerating, slice seeding, mowing and lining of the fields. Put up towers and line fields.

Maintain and operate equipment. Must be experienced with operating walk behind and or ride on lawn mowers, weedwhackers, backpack blowers, aerators and slice seeders, trucks, tractors and other equipment.

Perform general maintenance responsibilities. Make repairs and adjustments to machinery. Remove leaves and debris from roof drains, stairwells, gutters and downspouts. Pick up and properly dispose of rubbish and recycling materials. Check all fire extinguishers and maintain water fire extinguishers.

Exercise good judgement when using equipment and chemicals, follow and use approved safety standards and precautions.

Respond to all requests and complaints in a professional courteous and timely manner.
Operate college vehicles in a safe and reasonable manner

Required to work overtime in emergency situations such as snow removal operations, preparing for commencement, fall leaf removal and when there are special events or projects scheduled.

Maintain clean workspace and equipment

Assist other departments when requested

Perform other responsibilities as assigned, including moving furniture and supplies.

Supervisory Responsibilities:

May be called on the supervisor summer helpers

Required Knowledge, Skill and Ability

Familiarity with the tools, equipment and operating procedures required to perform grounds maintenance care and snow removal

Ability to perform heavy manual labor for extended periods. Ability to lift, move and operate bulky equipment or materials weighing 50 to 80 lbs.

Ability to quickly attain a high level of performance and work with minimum supervision and direction and meet required deadlines.

Ability to read, understand and follow oral and written instructions.

Ability to work independently, resolve problems and function as part of a team.

Individual must possess these knowledges skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

Qualification Standards

Education/Experience – high school degree or equivalent. Minimum 1 to 3 years' experience in Grounds Maintenance industry

Licenses: must have a valid driver's license and a safe driving record

Other Preferences:

Prefer individual with valid Massachusetts pesticide applicator's license

Prefer individual with valid Massachusetts hoisting engineers license

Position Title: General Foreperson – Turf, Irrigation and Landscape

Scope

Direct and participate in the activities of assigned subordinates to maintain athletic turf, general turf areas, and irrigation systems of the college grounds. Manage and assist greenhouse operations to grow and plant annual flower crops needed for general campus grounds. Manage and assist cemetery preparations as needed for college burials. Assist in campus wide landscape installation and/or landscape maintenance. Perform various office duties as required. Assist other grounds department functions as necessary. Available November through April – 24 hours for snow removal operations.

Essential Functions

Plan and implement the horticultural activities required to maintain the natural turf, athletic playing surfaces to Division 1 NCAA standards. Plan and implement scheduled fertility applications for one sand based and five native soil based athletic fields. Proactively identify and treat turf disease, turf pests and weed growth for both the sand based and the native topsoil fields. Plan and implement seasonally appropriate topdressing, over seeding, and aeration schedules. Repair game damage as required. Evaluate and recommend new turf cultivars for potential use on both sand and topsoil growing mediums. Conduct regular soil tests to evaluate physical and chemical properties of both types of soils.

Plan and implement the horticultural activities required to maintain the high quality, general turf areas of the college grounds. Supervisor and assist in the use of fertilizers, pesticides, herbicides, and fungicides to meet recognized IPM use standards and industry recommendations.

Plan, direct and assist the activities required to install, repair and manage all college irrigation systems. Includes systems required for both athletic fields and general turf areas. Perform regular system audits to determine accuracy of irrigation cycles. Monitor performance of onsite weather sensors.

Direct and assist the greenhouse operations required to raise annual flower crops necessary for general campus grounds. Direct and assist seasonal campus wide annual flower plantings.

Conduct the interment preparation, graveside service setup and final burial activities as needed for Campus cemetery. Change flags as needed. Responsible for overall cemetery appearance.

Assist in general campus wide landscape installation or maintenance. Assist during installation of new landscape planting. Assist with maintenance of existing landscapes.

Observe and obey all safety rules, practices and procedures. Ensure all safety practices are followed. Defective unsafe equipment reported to supervisor immediately.

Supervise the activity of subordinates. Work for the good and morale of the organization, loyal to the chain of command and support the programs and policies of the Physical Plant department. Team solving problems through the chain of command. Promote a high standard of quality in finished work. Operate a variety of vehicles and equipment. Promote safe operation of vehicles and equipment. Available in times of emergency, inclement weather and special functions. Must shift change during week for any function. One 24-hour call from November through April for inclement weather and/or snow removal operations. Required overtime for Campus Spring Cleanup, Commencement, Alumni Weekend and any other campus function.

Provide and facilitate subordinate training. Offer job related training opportunities to increase technical knowledge base of subordinates. Conduct periodic reviews for subordinates. Conduct disciplinary actions as necessary.

Certifications and education

Degree in relevant horticultural field or appropriate practical experience

Consistent work history showing increasing supervisory experience

Current Mass pesticide applicators license

Current mass medical card

Mass hoisting engineers license

Must possess or be willing to obtain relevant certifications from: Professional Grounds Managers Society and Irrigation association

Ability to lift to 100 pounds with assistance

Ability to work outside in all types of weather conditions

Competencies and Experience

Degree in relevant horticultural field appropriate practical experience showing extensive practical and technical knowledge in soil and turf management, irrigation system operation and maintenance. Practical working knowledge of Integrated Pest Management practices as they relate to turf and landscape management.

Consistent, verifiable work history showing 5-7 years, full time, working directly in turf grass management and with irrigation systems.

Work history must demonstrate increasing supervisory experience

Ability to communicate with and maintain positive relations with other departments throughout the college

Must be able to analyze and formulate strategic, multi-year plans to address issues, outline solutions and implement actions

Position Title: Public Safety Officer

Primary Purpose: Patrol the buildings and grounds of the college to protect property and people on campus; and to provide safety services as assigned or appropriate. Enforce college policies and regulations and the Massachusetts General Laws in accordance with M.G.L. C. 22C, s.63.

Essential Job Functions (75%)

Patrol the buildings and grounds assigned to preserve order and peace, and to prevent crime and violations of college policies and regulations.

Investigate reports of criminal activity and other violations of college policies; and as appropriate, take effective enforcement action.

Respond to alarms, emergencies, and requests for help. Initiate appropriate action or care regarding same.

Provide safety services as assigned or appropriate. These include, but are not limited to providing safety and medical escorts, admitting authorized people to secured areas, locking and unlocking buildings or other areas, directing traffic, conducting fire evacuation drills and fire safety programs and conducting crime prevention or community relations projects and tasks.

As appropriate or required testify in court or at a college judicial or administrative hearing.

Report hazardous conditions and major mechanical or trades problems to the appropriate person or department. As necessary, act to safeguard lives and property until such conditions can be addressed and resolved.

Complete written or oral reports and logs as required regarding activities, complaints, and investigations.

Complete other public safety related duties as required

Other Job Functions (25%)

Assume communications officer duties and responsibilities as assigned

Complete surveys regarding parking, crime prevention, lighting, or other public safety projects and issues

Assist in training other public safety personnel or others as assigned

Supervisory Responsibilities

A public safety officer may supervisor other public safety officers, communications officers, student employees or others assigned to the public safety department.

Required knowledge, skill and ability

Individual must possess these knowledges, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without accommodation, using some other combination of skills and abilities

Must have strong interpersonal relations skills. Must be able to develop and maintain cooperative relationships with those contacted in work.

Must be able to communicate clearly and effectively both in writing and orally.

Must be able to work independently.

Must be able to analyze emergency situations and develop and implement effective courses of action regarding same.

Must be willing and able to work flexible hours and schedules. Must be willing and able to work mandated additional hours.

Must complete a probationary period. Continuing appointment is contingent upon successful completion of such training and testing programs as designated by the Director of Public Safety and/or Director of Buildings and Grounds and upon satisfactory performance.

Status and authority as a public safety officer will not be fully conferred until such training and testing has been satisfactorily completed; and until authority as a 'special state police officer' has been obtained.

Qualification Standards

Must possess a high school diploma or equivalent. A college degree in public safety or a related field is preferred.

Must satisfactorily pass a background investigation

Must possess and retain a valid driver's license

Must be able to obtain and retain authority as a special state police officer in accordance with Massachusetts General Laws C.22C, s.63. Must be successfully complete an approved 'police academy' and other appropriate training programs prior to being appointed as a 'special state police officer'.

Must be able to obtain and retain the appropriate license as required under the Massachusetts General Laws to possess pepper spray while on duty.