

POSITION TITLE: Public Safety Investigator (Second Shift)

DEPARTMENT: Department of Public Safety

STATUS: Non Exempt

SALARY: \$50,000 - \$55,000 annually, dependent upon experience

POSITION SUMMARY:

Reporting to the Vice President of Public Safety, the Public Safety Investigator (Second Shift) is a **Tuesday through Saturday, evening position (3:30 p.m. – 12:00 a.m.)**. The Investigator is responsible for ensuring that all contracted, third-party security personnel are at their assigned posts as scheduled and following WHA security protocols and assignments relative to building access and security. Covering all WHA properties on a schedule determined by the VP, and using a WHA-provided vehicle, the Investigator performs spot checks on parking lots; foot patrols at high-rise buildings; and nightly checks of hallways, stairwells and other common areas to ensure they are safe and secure for WHA residents and provides nightly reports to the VP. The Investigator may also temporarily cover a vacant post in the absence of a contracted security employee.

ESSENTIAL FUNCTIONS:

1. Ensures that all contracted, third-party security personnel are at their assigned posts, as scheduled and performing their required duties.
2. Retrieves, records and organizes all daily activity and sign-in logs from contracted, third-party security personnel.
3. Performs nightly security checks of all WHA high-rise properties, particularly in hallways, stairwells, lobbies, and common areas.
4. Patrols other WHA properties as needed and as scheduled by the VP of Public Safety.
5. Conducts nightly checks of designated resident parking areas to ensure compliance with WHA parking policies and coordinates towing/removal of violators.
6. Assists with investigations and information gathering as requested.
7. Interacts with residents in a positive, respectful manner and records/reports any complaints or issues that arise.
8. Reports any exterior building light outages or other maintenance/security issues as directed by VP of Public Safety.
9. Prepares professional, detailed, and thorough activity reports to be submitted to the VP of Public Safety at the end of each shift.
10. Provides recommendations to strengthen security protocols and preserve the safety and security of WHA properties, as well as the integrity of WHA programs.
11. Maintains the highest level of professionalism and confidentiality at all times.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Four (4) year college degree preferred.
2. Minimum of three (3) years of experience in an investigative or related field preferred.
3. Excellent written and interpersonal communication skills.
4. Ability to work with a diverse population.
5. Ability to prepare records and reports of facts in a clear, concise, and objective manner.
6. Trustworthiness and ability to work independently to achieve objectives.
7. Experience in dispute resolution; ability maintain composure and function effectively under pressure; ability to use independent judgment.
8. Excellent computer skills (Microsoft Office, internet research), and data entry skills.
9. Ability to maintain the highest level of confidentiality and objectivity at all times.
10. Valid, insurable driver's license and good driving record.
11. Must be able to comfortably walk distances and climb stairs; job requires passing of a physical examination.
12. Ability to read, speak and write proficiently in English required; bilingual (Spanish/English) candidates preferred.
13. Dependability; ability to be available for work daily, as scheduled.