

# Briscoe Western Art Museum – San Antonio, Texas

## Position Description

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### Safety Officer

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<b>Reports To:</b>	Sr. Head of Protective Services
<b>Fair Labor Standard Act Status:</b>	Non-Exempt/Full-Time Temporary position
<b>Department:</b>	Protective Services

#### **POSITION SUMMARY**

The Safety Officer works in the Briscoe Western Art Museum’s Protective Services Department, with primary responsibility for assisting in the safe operation of the one and one-quarter acre museum campus, comprised of a nearly 60,000 square-foot museum that features the renovated historic 1930 library building, the Jack Guenther Pavilion, McNutt Sculpture Garden and premiere River Walk frontage.

This position reports directly to Sr. Head of Protective Services. Duties will include monitoring visitors and activity at the museum’s entrance, answering visitor inquiries, facilitating deliveries, conducting periodic patrols of the museum campus on foot, observing general safety and reporting damage or potential damage to the property. This position is a temporary position for one year.

#### **ESSENTIAL FUNCTIONS**

- Conduct periodic campus-wide patrols on foot that serve as an inspection of both interior and exterior spaces.
- Notify staff members of visits and deliveries.
- Facilitate deliveries at the River Walk loading entrance.
- Observe/detect/report on damage to, or possible safety hazards with, entire property.
- Meet with Operations team to discuss general operational issues.
- Participate in on-going training programs on safety, first aid, CPR, fire and emergency procedures.
- Assist in the response to emergency incidents, according to defined procedures.
- Maintain a high level of customer service to all staff and visitors.
- Must work flexible schedule and overtime as needed.
- Must work events and overnight shift during the CAA exhibition.
- Perform other departmental duties, as required.

#### **OTHER FUNCTIONS**

Additional responsibilities include:

- ensure that the highest quality work is carried out in all aspects of the department’s activities;
- work as a member of a dynamic team that fosters interdepartmental communication and relationships;
- serve as an ambassador to the public for the Museum in communicating and furthering the mission and goals of the Museum.

**QUALIFICATIONS**

- High School diploma or GED required.
- Experience in safety, military and/or customer service preferred.
- Supervisor experience.
- Must be able to work weekends and additional hours if necessary.
- Pass a background and reference check.
- Communicate clearly in person and via radio.
- Reliable transportation is a must.
- Safety Officers are expected to adhere to all Briscoe Western Art Museum policies and Safety procedures and regulations.
- Must be able to write safety reports.

**WORKING CONDITIONS:**

We provide paid training for specific safety programs. Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to 20 pounds, push and pull up to 40 pounds with the assistance of a cart. Evening, weekend and holiday work may be required.

Interested parties can send a cover letter and resume using any one of these methods:

Fascmile/FAX

Subject: Safety Officer

Fax Number: (210) 299-4118

or

Email

Subject: Safety Officer

[info@briscoemuseum.org](mailto:info@briscoemuseum.org)