

MENDOTA UNIFIED SCHOOL DISTRICT

Position: School Security
Department: *Maintenance Operations and Transportation (MOT)*
Reports To: Director of MOT

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

Under the direction of the Director of Maintenance, Operations, and Transportation, monitor assigned school campuses at night, on weekends and holidays to provide security and protection to students, personnel, equipment and property; maintain campus security and protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations and respond to emergency situations.

ESSENTIAL DUTIES

- Patrol and monitor assigned school campuses in security uniform at night, on weekends and holidays to provide security and protection to students, personnel, equipment and property.
- Maintain campus security and protect District property against vandalism, illegal entry, fire and theft; check buildings and grounds for security, water leaks, malfunctioning equipment, unauthorized visitors and fire; perform temporary repairs on school property and equipment as appropriate.
- Enforce laws and regulations and respond to emergency situations; initiate contact with individuals on school grounds or surrounding property to assure visitor authorization.
- Inspect and monitor the security of doors, windows and gates; reset alarm systems and test for proper operation as necessary; detect and report fire and safety hazards; respond to fire and burglar alarms and extinguish small fires; summon and communicate with police and fire department personnel as needed.
- Prevent illegal parking, tampering with vehicles and loitering in school parking lots according to established procedures; assist with traffic and crowd control at special events as assigned.
- Prepare and maintain a variety of records and reports related to security incidents, issues, hazards and activities.
- Communicate with District personnel and law, fire, alarm, safety and community organization personnel to receive and exchange information related to security, vandalism, crimes, investigations, repairs, school activities and safety issues; contact parents to coordinate the release of juveniles.
- Operate a District vehicle and provide basic maintenance.
- Operate a variety of security and safety equipment including fire extinguishers, mobile phones, hand-held radios.
- Remain on-call for emergency situations as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods, procedures and practices of effective law enforcement and security.
- District security policies, procedures and regulations.
- Health and safety regulations.
- Traffic laws, defensive driving techniques and rules of the road.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation and maintenance of safety and security equipment.
- First aid and CPR procedures.

ABILITY TO:

- Patrol and monitor assigned school campuses at night, on weekends and holidays to provide security and protection to students, personnel, equipment and property.
- Maintain campus security and protect District property against vandalism, illegal entry, fire and theft.
- Enforce laws and regulations and respond to emergency situations.
- Analyze situations accurately and adopt an effective course of action.
- Detect and report fire and safety hazards.
- Maintain records and prepare reports.
- Operate and maintain a variety of security and safety equipment in a safe and proper manner.
- Administer first aid and CPR.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Observe legal and defensive driving practices.
- Use hand and power tools to secure buildings, doors, windows, etc.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.

MINIMUM QUALIFICATIONS:

- Any combination equivalent to: graduation from high school and two years security experience.
- Valid California Class C driver's license and a safe driving record.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

WORKING CONDITIONS**ENVIRONMENT:**

- Outdoor environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Standing or sitting for extended periods of time.
- Dexterity of hands and fingers to operate security and safety equipment.
- Walking and running.
- Hearing and speaking to exchange information.
- Seeing to monitor school campuses.

HAZARDS

- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.