

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Building Controls Operator

Pay Table: Support

Pay Grade: 1

FLSA Status: Non-Exempt

Job Code: 670

Reports to: Coordinator

JOB SUMMARY

Under the supervision of the Coordinator, the Building Controls Operator receives telephone calls, entering security requirements into the computer, and monitors the computers for security infractions.

ESSENTIAL JOB FUNCTIONS

- Receives telephone calls requesting security arrangements for specified times. Enters times and requirements into computer.
- Monitors energy/security system during assigned shift (alarm rings for energy such as a rising temperature in a refrigerator/freezer, a boiler flame going out, a fire, unauthorized entry into a building or area, etc.).
- Responds to security alarm (examines situation to be sure computers and security system are operating properly; contacts police or fire department, maintenance personnel, afterhours transportation and/or responsible building personnel).
- Monitors night traffic into district Freeport Center area. Opens and closes gates (electronically).
- Uses radio to communicate with buses, maintenance, fire departments, etc.
- Provides 24 hour hot line for emergencies throughout the district.
- Prepares written incident report as required for incidents.
- Performs data entry and journaling as needed.
- Informs director and/or superintendent of storm severity around district.
- Monitors district radio (both maintenance and bus) for problems and possible assistance requirements.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- One (1) year of experience in law enforcement, fire department or security work.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to operate computer.
- Ability to communicate clearly.
- Ability to remain calm in stressful situations.
- Ability to use small office equipment, computers and highly technical computer applications.
- Ability to maintain property and inventory.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, talking and visual acuity.

WORKING CONDITIONS

Employees in this position deal with crisis situations that require them to make major decisions involving people, resources, and property.

The Davis School District has the right to revise this position description at any time.