

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Night Security Person

DEPARTMENT/DIVISION: Maintenance, Operation and Transportation

POSITION SUMMARY:

Under the supervision of the Director of Maintenance, Operations and Transportation or designee, the Night Security Person will patrol buildings, parking areas, grounds, and other areas to maintain order, protect facilities and maintain a safe working environment. In addition, the Night Security Person will perform facility set-ups, maintenance and custodial work in the cleaning and maintenance of assigned buildings, equipment and facilities.

ESSENTIAL FUNCTIONS:

1. Performs security and utility person duties with little to no direct supervision and without immediate access to District management.
2. Monitor District security systems and respond to intrusion, fire, waste station, and other alarms. Following District policies make digital copies of incidents when requested by District, Tracy PD, Tracy FD or other emergency response authorities.
3. Patrols school district buildings, campuses, grounds and parking lots.
4. Escort unauthorized people off District properties with assistance from Tracy PD, if necessary.
5. Checks, monitors, and questions people who appear to be loitering on District property, that includes vehicles.
6. Issues parking notifications to inappropriately parked cars.
7. Coordinate with emergency response authorities in cases of break-ins, vandalism or other emergencies which would require a report provided to the District.
8. Reports safety concerns, sanitation and fire hazards and removes objects hazardous to persons and property.
9. Observes and reports hazards or activities which may affect District safety, and report to law enforcement agencies any acts by persons which contribute to injury to students or staff.
10. Assist emergency response authorities and set up safety, security and/or fire watches as determined by emergency officials.
11. Checks, opens and locks doors, windows and gates as needed.
12. Picks up litter from buildings and surrounding grounds and parking lots.
13. Remove or cover up graffiti from various surfaces.
14. Identify and secure broken windows, doors or other access points by boarding up damage and cleaning up all debris.
15. During inclement weather check for any safety issues such as fallen trees, broken windows, flooded areas or other damage and caution off area for safety. Perform necessary emergency repairs if feasible.
16. In response to emergency situations, use best judgement to determine appropriate course of action, including but not limited to: call appropriate organizations, agencies and/or personnel to repair water mains, alarm issues, PG&E (gas leaks or power outages), Tracy Police Department, and/or make necessary emergency repairs, complete police or other reports as required.
17. Assists the Director of Maintenance, Operations and Transportation or designee regarding facility use set-ups, emergencies or safety concerns.

18. Notifies the Director of Maintenance, Operations and Transportation or designee of any individual substituting that no-shows, excluding the monitoring of permanent classified staff performing their normal work assignment.
19. Assist new employees on how to secure campus, set alarms.
20. Deliver, set up, take down and return District light towers to sites for school events.
21. Write and submit daily shift reports of any events and duties performed.
22. Performs custodial work, light maintenance and facility set-ups.
23. Distributes supplies and equipment to school sites.
24. Develops and maintains friendly and cordial relations with students, staff, District official's facility users and emergency response agencies.
25. Maintains regular and prompt attendance in the workplace.
26. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Have a minimum of one year of experience in custodial, security and/or maintenance field. Must have a High School diploma or equivalent.

SKILLS AND QUALIFICATIONS:

1. Knowledge of operation, methods and practices followed in the use, maintenance and repair of tools, machinery and equipment.
2. Knowledge of plumbing and hardware techniques.
3. Ability to estimate the scope of each work assignment and secure the necessary tools and materials to complete the assignments.
4. Experience working with diverse communities/populations.
5. Ability to de-escalate potential conflicts.
6. Ability to use precision measuring equipment.
7. Ability to keep accurate records of work performed.
8. Knowledge of District Education Center rules and regulations.
9. Ability to deal tactfully and effectively with people of varying ages and faculty.
10. Ability to physically cover the areas of responsibility under varying weather conditions.
11. Knowledge of safe work practices.
12. Must pass required physical examination.
13. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Strong, physically active, and in good health.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for brief periods of time.
4. Reach above shoulder level for brief periods of time.
5. Push/pull up to 50 lbs for a short distance.
6. Lift and carry up to 50 lbs at waist height for short distances.
7. Exercise, during the performance of his/her duties, the amount of physical control reasonably necessary to maintain order, protect property or protect the health and safety of students, staff and community members.
8. Run short distances.

9. Enter data into a computer terminal/typewriter for extended periods of time.
10. See and read a computer screen and printed matter with or without vision aids.

WORK ENVIRONMENT:

Employees in this position will be required to work a variety of shifts including days, swing and graveyard shifts, and weekend days and nights. Night Security Person position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. Must wear closed toe shoes and meet uniform requirements. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

SALARY: Classified Range 38
Non-exempt

Board Approved: TUSD 11/09/21