CLASS TITLE: SECURITY OPERATIONS WORKER

DEFINITION: Under supervision, performs a variety of physical tasks related to preserving the security and safety of District facilities; performs related work as required.

EXAMPLE OF DUTIES:
- Responds to dispatched alarms, emergency buildings and grounds situations
- Responds to issues involving facility users throughout the District, assesses sites for damage or potential theft
- Communicates and cooperates with District administrators and local police, contacts security and/or fire protection services in various security situations
- Resets/reprograms school alarms as needed or directed
- Works with dispatch personnel in responding to and resolving authorized user needs
- Secures sites and temporarily repairs breached sites, using a variety of hand and power tools
- May act as courier as necessary

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to two years related to facility maintenance or building security.

Knowledge of:
- Operation of key pad security systems
- Building operations
- Commonly employed safety and security practices

Skills in:
- Establishing and maintaining effective working relationships with both school and community personnel
- Operating hand tools

Ability to:
- Read and write clear reports and logs
- Communicate verbally with a variety of people representing a variety of groups/agencies

Licenses and Certificates:
- A valid California Driver's License