

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Building Monitor	<b>Department:</b> Community Education
<b>Reports to:</b> Manager of Facilities & Operations	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-2	<b>Bargaining/Work Unit:</b> MSEA Para
<b>Tier/Lane:</b> Tier 2	<b>Position Last Updated:</b> February 2018

### SECTION II: JOB SUMMARY

To provide building security and assistance to groups during scheduled events.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> <i>Provide building security</i>
<b>Percent of Time:</b>	90%	

#### Tasks involved in fulfilling above duty/responsibility:

- Unlock/lock doors-sign in, turn off alarms, if necessary
- When group arrives, introduce yourself and identify where you will be located if they have questions or need further assistance.
- Station yourself at the entrance to observe coming and going of group
- Be visible and accessible to groups if they need help or information
- Walks through all areas being used to insure groups are following building guidelines
- Works with group to put facility back to its original order
- Lock doors once group is gone
- Turns off lights in areas that were used
- Sets alarm if appropriate to building
- Signs out and leaves building
- Double checks to verify that the doors are closed tight and locked

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b>
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<b>Percent of Time:</b>	10%	<i>Assist groups with building needs</i>
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**Tasks involved in fulfilling above duty/responsibility:**

- Turns on lights and make sure all equipment requested is available
- Establishes and maintains appropriate behavior
- Enforces district policies
- Originates 'Facility Concern Reports' when applicable
- Accesses ARUX software to review facilities schedules as needed

**Other Duties as Assigned**

## **SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- Must be prompt
- Honest and dependable
- Knowledge of district policies
- Regular attendance
- Good oral communication skills
- Friendly, helpful attitude
- Thoroughness
- Experience working with people
- Conflict resolution skills
- Personal patience
- Ability to stay calm in the face of conflict
- Application of non-coercive discipline strategies
- Attention to detail
- Maintain high standards
- Strong customer service skills
- Basic computer knowledge
- Evidence of an understanding of the school culture and environment, and commitment to carrying out the vision, mission and belief statement of Eastern Carver County Schools

## **SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- None

## **SECTION VI: EXPERIENCE REQUIREMENTS**

- Must be 18 years of age or older

## **SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## **SECTION VIII: PHYSICAL JOB REQUIREMENTS**

**(Indicate according to essential duties/responsibilities):**

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

<b>Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)</b>					
<b>Demands</b>		<b>Demands</b>		<b>Demands</b>	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	C	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	O	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	N	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	O
Distinguishing smell	O			<b>Sight</b>	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Traveling by automobile	N			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

**Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.**