Security Maintenance

Purpose Statement

The job of Security Maintenance is done for the purpose/s of identifying potential problems regarding welfare, safety and/or security of district facilities; checking on alarm systems that are activated; providing temporary security for broken windows, doors, etc.; communicating information and responding to inquires.

Essential Functions

- Communicates with alarm system companies for the purpose of ensuring that the systems are functioning properly.
- Inspects various systems (e.g. air conditioning filters, smoke sensors, etc.) for the purpose of cleaning, replacing, and/or repairing as needed to ensure the security of District facilities.
- Makes emergency repairs (e.g. broken windows, doors, etc.) for the purpose of securing district facilities.
- Patrols all district facilities (e.g. grounds, roads, buildings, adjacent areas, etc.) for the purpose of maintaining security check, and deterring crime.
- Performs security checks at district schools and other facilities for the purpose of noting suspicious vehicles, suspicious people in vicinity of district facility, new graffiti, broken glass, etc.
- Prepares documentation (e.g. incident and activity reports, nightly logs, etc.) for the purpose of providing written support and/or conveying information.
- Provides special deliveries for Department an school sites as directed by supervisor for the purpose of ensuring the availability of items as needed.
- Resets security alarm systems for the purpose of making necessary repairs to system and ensuring that it is operable.
- Responds to equipment malfunctions (e.g. temperature sensors, etc.) for the purpose of securing frozen foods until equipment canbe replaced or repaired.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in general maintenance and alarm systems; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; security and alarm systems and general maintenance techniques.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing:

Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Clearances

IVP Fingerprint Clearance Card Required, Measles/Rubella Immunity/Vaccination Valid form I-9

FLSA Status	Approval Date	Salary Grade
Non Exempt		15