

Patrol Security Officer

Purpose Statement:

The purpose of this position is to patrol District buildings and grounds to prevent fire, theft, vandalism, and illegal entry; as well as routine inspections of doors, windows, and gates to determine that they are secure.

Essential Functions

- Patrols District buildings and grounds for the purpose of preventing fire, theft, vandalism, and illegal entry.
- Observes situations and reports.
- Writes security reports, obtains police reports and interacts with police when necessary.
- Conducts patrol for inspection of doors, windows, and gates for the purpose of determining that facilities are secure.
- Meets with variety of employees at schools for access to buildings.
- Reports any unusual condition or malfunction of heating, plumbing or electrical system, etc.
- As directed, checks cars parked on school property and records information (e.g., make, model, color, and license number)
- During scheduled events, checks cars for authorized parking for the purpose of determining if vehicles are parked in restricted areas (e.g., Near fire hydrants, in driveways, in emergency access routes, etc.)
- Calls proper law enforcement agency and requests assistance to confront authorized persons.
- Makes cooler/freezer checks.
- Makes written report of the security vehicle for the purpose of insuring clean and proper operational level, using preventative maintenance schedule assigned, reporting problems or deficiencies to responsible supervisor.

Other Functions

- May attend related in-service activities and workshops.
- Performs other related duties as assigned.

Minimum Qualifications

High school diploma or equivalent required. Two years of recent, successful working experience in security or successful completion of six months schooling in law enforcement preferred.

Knowledge and Skills and Abilities

- Ability to learn and follow instructions.
- Ability to perform all tasks physically and proficiently with regards to normal security duties
- Ability to establish and maintain effective working relationships with staff and the public.
- Skill and ability to perform duties satisfactorily and to accept the responsibilities listed under the heading "Essential Functions."

License, Certificates, Bonding and/or testing Required:

Valid Washington State Driver's License; CPR and Red Cross First Aid Certificate.
Washington State Patrol and FBI background clearance.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Security

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 33% of the time

F = Frequently - From 33% to 66% of the time

C = Constantly – 66% or more of the time

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|------------------|---|---------|
| 1. STRENGTH: | | |
| A. Standing | F | |
| Walking | F | |
| Sitting | O | |
| B. Lifting | O | 20 lbs. |
| Carrying | O | 20 lbs. |
| Pushing | O | 50 lbs. |
| Pulling | O | 50 lbs. |
| 2. CLIMBING | F | |
| BALANCING | F | |
| 3. STOOPING | O | |
| KNEELING | F | |
| CROUCHING | O | |
| CRAWLING | O | |
| 4. REACHING | O | |
| HANDLING | F | |
| FINGERING | O | |
| FEELING | O | |
| 5. TALKING: | | |
| Ordinary | C | |
| Other | C | |
| HEARING: | | |
| Conversations | C | |
| Other Sounds | C | |
| 6. SEEING | | |
| Acuity, Near | C | |
| Acuity, Far | C | |
| Depth Perception | C | |
| Accommodation | F | |
| Color Vision | F | |
| Field of Vision | C | |

7. PHYSICAL DEMANDS RATING SUMMARY:

(Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Standing and walking are typically alternated throughout the course of the workday while patrolling, monitoring, observing, and responding to calls around the campus. Walking and standing may take place on concrete, asphalt, tile, carpet, grass, or gravel surfaces at various locations around the campus.

On a rare basis, walking may escalate to a fast walk or run for brief distances to respond to security calls related to student behaviors or activities exposing the student/campus to potential harm.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Security

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not Present in the Job Environment

S = Seldom - Under 5% of Workday

O = Occasionally - Up to 33% Time

F = Frequently - From 33% to 66% Time

C = Constantly – 66% or More Time.

1. ENVIRONMENT:

Inside 50% Outside 50%

2. EXTREME COLD O

Comments Regarding "Extreme Cold" = Walk-in coolers, freezers

EXTREME HEAT O

4. WET/HUMID O

Comments Regarding "Wet/Humid" = Cleaning floors, sinks, windows, dish machines

5. NOISE (IN DECIBELS) 120 decibels

VIBRATION F

Comments Regarding "Noise" = Electric cleaning equipment, Kitchen equipment, Pressure washer, Forklift

Comments Regarding "Vibrations" = Electric cleaning equipment, Pressure Washer, Forklift

6. HAZARDS:

Mechanical O

Explosives NP

Electrical NP

Radiant Energy NP

Burns NP

Other Hazard/s O

Comments Regarding "Other Hazards" = Slips, trips, falls

7. ATMOSPHERIC CONDITIONS:

Fumes O

Mists NP

Odors O

Gases NP

Dusts O

Poor Ventilation NP

Other Atmospheric Hazards NP

Comments Regarding "Fumes" = Cleaning solvents, wax strippers, Vehicles Exhaust

Comments Regarding "Odors" = Spray cleaners, Vehicle Exhaust

Comments Regarding "Dust" = Dust

8. PROTECTIVE CLOTHING - DEVICES: Rubber gloves, safety glasses, dust mask
9. E. C.SUMMARY: Inside/Outside Work 1 2 3 4 (5) 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.