



JOB DESCRIPTION

Safety Technician

DEPARTMENT: Operations	SCHEDULE: 113
REPORTS TO: Safety and Emergency Services Supervisor	WORKDAYS: 245
CLASSIFICATION: Classified	FLSA STATUS: Non-Exempt
PCS CODE: 103	DATE: July 2025

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, manages, maintains, and monitors the fire, alarm, and emergency lighting systems; electronic security systems; access control/identification badge systems; and other systems to ensure the safety and security of District students and staff. Accurately follows District procedures to maintain assigned equipment in an efficient, effective manner.

MINIMUM REQUIREMENTS

Education:

High School Diploma or General Educational Diploma (GED) required.

Associate's Degree in information systems, fire science, electrical/industrial safety, or a related field preferred.

Certification/License:

Must possess a valid South Carolina driver's license.

Work Experience:

Two (2) years of experience in the operation, maintenance, and repair of fire, alarm, and emergency lighting systems; electronic security systems; access control/identification badge systems; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state/federal laws and regulations pertaining to the use of electronic video management systems and fire/alarm systems related to school security.

- Knowledge of District emergency management procedures and safety protocols.
- Ability to install, operate, maintain, and repair assigned electronic equipment and materials; including, but not limited to video surveillance cameras, access control badges and card readers, and security/fire alarms.
- Strong technical skills, including the ability to read and interpret blueprints, schematics, and technical manuals.
- Strong troubleshooting and problem-solving skills to diagnose malfunctions in a timely and effective manner.
- Proficient skills in the use of computer applications, electronic systems, and security software to maintain District systems.
- Ability to work on both interiors and exteriors of buildings to include accessing ceilings, roofs, and high, precarious spaces.
- Ability to communicate effectively with school and District staff in oral and written form.
- Ability to anticipate work to be completed and initiate proper, acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to be on-call after hours as part of routine department procedures.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

ESSENTIAL DUTIES

- Installs, maintains, and repairs District safety systems such as fire suppression systems, emergency lighting, and alarm systems.
- Regularly performs inspections on the District security and access control systems; performs preventative/general maintenance on security cameras, access control pads, card readers, etc., on a regular schedule and as needed.
- Troubleshoots and diagnoses malfunctions in safety systems. Performs a variety of repair and maintenance tasks.
- Conducts safety inspections of work areas, equipment, and facilities. Reports potential hazards and safety violations to the appropriate supervisor.
- Coordinates with safety and emergency services staff for work order requests.
- Maintains accurate records of safety inspections, maintenance activities, repairs, etc., in a timely manner.
- Maintains an inventory of needed equipment, materials, and parts to provide prompt and efficient service to assigned location(s).
- Safely operates a variety of equipment. Maintains equipment and tools, ensuring they are in safe operating conditions and stored properly when not in use.
- Maintains a clean work environment and performs clean-up duties at work sites.
- Safely operates assigned District vehicles. Maintains vehicles as required by supervisor.
- Promptly responds to urgent safety, maintenance, and/or operational concerns during the workday and after hours, if necessary. Takes appropriate action to effectively respond to emergencies.
- Keeps detailed records of safety inspections, maintenance activities, repairs, and parts used in the completion of assigned duties in a timely manner.
- Adheres to the highest standards of confidentiality concerning sensitive matters.

- Establishes a professional rapport with safety and security staff and school personnel that fosters mutual respect.
- Displays the highest standards for ethical and professional behavior while interacting with school personnel, District staff, community members, and other parties; willingly performs assigned duties.
- Demonstrates prompt, regular attendance and is available to work on-site during normal business hours and after-hours as needed.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of the District.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh twenty-five (25) or more pounds on a frequent basis.

Environmental Requirements: Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgement; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Includes both indoor and outdoor work with exposure to possible extreme temperatures and some hazardous conditions, including significant heights. Work includes the use of electronic/technical equipment which require proper handling, use, storage, and disposal. Regular local travel required. Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties, as necessary.