

**Job Description**

Job Title: **Safety & Security Officer**  
 Job Family: **Human Resources & Payroll**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **June 16, 2004**

Job Code: **1458**  
 FLSA Status: **Exempt**  
 Pay Range: **G 31**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for providing assistance and support to the Risk Manager and Administration on the recommendation and implementation of plans and programs related to the safety and protection of the District’s resources, including crisis response, confidential investigations/issues, insurance and loss control. Manage the process and activities of the District safety programs, training, playground safety, property insurance, claims management, vandalism and crisis response. Provide 24/7 on-call responses/assistance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Manage the vandalism program, including recommending and assisting in preventive measures/determents, tracking incidents, purchasing replacement materials/equipment, investigating incidents, submitting claims to insurance and/or coordinating with Adams County Diversion Project for restitution program.	D	20%
2. Investigate property damage claims and losses, submit reports to the third-party claims administration and assist in property claims management.	D	10%
3. Respond to District crisis situations, including on-site crisis management, after-hour responses and weather-related crisis duties. Assist and/or back-up the District emergency and non-emergency response of hazardous materials.	D	10%
4. Manage the District Security Team working surveillance security and extra patrol in high vandalism areas for special events or crisis situations.	D	10%
5. Investigate accidents, incidents, suspicious acts/person(s), allegations of violation of Board Policies and/or illegal activities of students and/or staff, including assisting District administrators in various areas of confidential information and claims and interacting with school resource officers, Campus Supervisors, Serious Habitual Offender Directed Intervention (SHODI), Diversion, District Attorney’s office and social services regarding child abuse, juvenile offenders, gangs, felonies, health, safety, etc.	D	10%
6. Manage data regulatory requirements and health and safety compliance by communicating with federal, state, county, city, police and fire to obtain information on hazardous conditions/materials, accidents, regulations, licenses, inspections, codes, laws, etc.; disseminating the information to the appropriate personnel; and tracking data as required.	D	10%
7. Respond to and investigate all student and staff-related safety issues and implement plans and programs to minimize future incidents. Oversee ongoing safety training programs for personnel, parents and volunteers by arranging for or conducting training.	D	10%
8. Inspect playgrounds, track playground inspections, approve playground equipment vendors, manage equipment layout and installations and review inspections and maintenance to meet Public Playground Safety Code.	W	10%
9. Track student accidents, theft/loss, fire, tornado, lockdowns, property damage claims and restitution.	W	5%
10. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- More than three years of experience in health, safety, crisis management or equivalent.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license.

- Commercial driver’s license (CDL) preferred; required within three months after hire
- Asbestos Awareness Certification preferred; required within 6 months after hire.
- The following are required within 6 months after hire: Asbestos Hazard Emergency Response Act (AHERA) Inspector/Management Planner Certification; Hazardous Materials Emergency Response Awareness I, Operation II and Emergency Response III; Environmental Health & Safety (HAZWOPER); Non-Violent Crisis Intervention or equivalent; and NRPA Certified Playground Inspector certification.
- Must complete the courses “Facilitating Improved Performance,” “Conflict Management,” “How to Interview” and “Classified Evaluation Training” within one year of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong critical thinking and problem solving skills.
- Ability to effectively communicate in both crisis and non-crisis situations.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of playground safety tools and gas detectors preferred at hire; required within 6 months after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Director, Risk Management	4096

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Risk Security Management Team	18	

- The Risk Security Team is a team of District employees that works on call outside their normal positions for specific security duties or crises on an after-hour or special circumstance basis. The Safety & Security officer is responsible for planning, assigning and directing work; training employees; addressing complaints and resolving problems; and assisting with interviewing, hiring, appraising performance, disciplining and dismissing employees from the team.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for managing the unit/department budget including ensuring expenses do not exceed budgeted amounts; initiating requisition/voucher orders; managing monies to run a project or activity; and maintaining supplies, inventories and equipment.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X	X		
Risk of electrical shock	X			
Work with explosives (chemicals/bomb searches)		X		
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	