

Job Title: Security Guard
Job Family: Central Administrative Support
Pay Program: Classified
Prepared/Revised Date: August 2012

Job Code: 1482
FLSA Status: Non-Exempt
Pay Range: G 20
Typical Work Year: 12 months

SUMMARY: Patrols District facilities and properties, and reports any findings; responds to alarms; activates security systems as needed; provides back-up to the Communications Center Operators; and provides assistance to law enforcement and fire departments. Monitors and authorizes entrance and departure of employees, visitors and other persons to the District; communicates with parents, students, staff and other community members to respond to questions, problems or other issues. *(Tasks may be based on site assignment).*

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Patrol District facilities and properties either in a District vehicle or on foot, looking for unsecured access points, unauthorized vehicles, vandalism and/or trespassers; patrol the exterior of District facilities on foot, checking all access points, including doors, windows, gates and mobile classroom units, report all findings to the Communications Center. Create a written report, including photos, as appropriate. Document and take measurements and photos of any vandalized or broken windows, doors and gates and relay information back to the Communications Center Operator. Generate written reports of all unoccupied vehicles on-site, any findings of facilities being insecure or any situations requiring more than just a cursory log entry in the Communications Center Operator's log.	D	30%
2. Monitoring and authorizing entrance and departure of employees, visitors, and other persons to the district; assist visitors, answer inquiries, explain basic district and school procedures and requirements, provide information and direct individuals to appropriate areas and meeting rooms. Circulate among visitors and staff to preserve order and protect property. Observe activity and traffic in assigned area to enforce district rules; alerts visitors of infractions; and implements emergency preparedness plans, including the evacuation of buildings.	D	25%
3. Respond to burglary and fire alarms, including investigating property perimeter for any suspicious persons or activity, investigating points of entry before proceeding inside the facility, investigating alarm zone(s), securing unsecured access points, ensuring proper function of all devices and securing the facility prior to activating the security system. Provide assistance to local law enforcement and fire departments during emergency situations at District facilities. Bypass any security system devices that may malfunction and be beyond immediate repair. Read and interpret basic facilities blueprints to find and troubleshoot any of the various security alarm and fire alarm system devices. Troubleshoot security system devices such as infrared motion-sensors, magnetic door contacts, glass-break sensors and security system keypads and replace the power-fail batteries in security system control panels and fire alarm control panels should they become de-energized.	D	20%
4. Provide back-up to the Communications Center Operators for breaks and as needed, including dispatching any alarms, answering phone calls and making entries into the Operator's log concerning any and all activity.	D	15%
5. Activate security systems in the event of facility staff not doing so prior to their departure.	D	5%
6. Perform other job-related duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 4 years general work experience.
- Experience in loss prevention preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Security awareness skills.
- Basic math skills.
- Good driving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- 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 people 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 personal computers and peripherals preferred; required within 4 weeks after entering position.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, E-mail, etc. preferred; required within 4 weeks after entering position.
- Operating knowledge of two-way radio preferred; required within 4 weeks after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Manager, Security Services	3055

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Assist supervisor with training, interviewing and hiring employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk		X		
Hear				X
Taste	X			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
Risk of electrical shock		X		
Work with explosives	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	