



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Facilities Security Officer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 46

BASIC FUNCTION:

Under the direction of an assigned supervisor, assure the safety of District staff, students and properties; patrol assigned areas of District properties and facilities before, during and after school hours, at night, on weekends and holidays; investigate occurrences of property damage and suspicious or criminal activity; enforce laws and regulations and respond to emergency situations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assure the safety of District staff, students and property; patrol assigned areas of District properties and facilities on foot and in patrol vehicle before, during and after school hours; at night, on weekends and holidays; monitor and inspect security of doors, windows and gates
- Inspect and monitor the security of doors, windows and gates; reset alarm systems and test for proper operation as necessary; detect and report fire and safety hazards; respond to fire and burglar alarms and extinguish small fires; summon and communicate with police and fire department personnel as needed
- Investigate and report unusual, suspicious or criminal activities; investigate complaints and security notifications related to trespassing, loitering, vandalism and other criminal activities; assure users of District properties have appropriate permits
- Contact and assist police with investigation of criminal activities; contact and assist fire department with matters related to alarms, detectors and fires
- Perform temporary repairs on school and District facilities as appropriate; notify appropriate personnel for needed repairs
- Assist with special events as directed; assist other campus security with crowd control, vandalism, graffiti, gang activity and fights as necessary
- Prepare and maintain reports related to security of District premises and daily activities, events and incidents; provide documentation related to illegal activity to District administrators and police as requested

- Communicate with other campus security and staff, administrators, parents, students, police and fire departments, alarm companies and others to exchange information to resolve issues and concerns
- Operate and respond to calls on a two-way radio; drive a vehicle to conduct work
- Operate a variety of security and safety equipment including fire extinguishers, handcuffs, mobile phones, handheld radios, pepper spray and mace
- Remain on-call for emergency situations as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of effective security techniques

Applicable sections of the California Penal Code, State Education Code, and Motor Vehicle Code

Traffic laws, defensive driving techniques and rules of the road

Operate a patrol vehicle to conduct work

Investigation and report writing techniques

Record-keeping techniques

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

First aid and CPR/AED techniques

ABILITY TO:

Patrol and monitor assigned District property and facilities to provide security and protection to students, personnel, equipment, and property

Patrol effectively, detecting and preventing problems within established guidelines

Establish and maintain cooperative and effective working relationships with others

Interpret, apply and explain rules, regulations, requirements and restrictions

Communicate effectively both orally and in writing

Meet schedules and time lines

Maintain records and prepare reports

Determine appropriate action within clearly defined guidelines

Standard broadcasting procedures of a police radio system

Analyze situations quickly and adopt a safe and effective course of actions

Detect and report fire and safety hazards

Organize and write clear and concise reports of incidents

Understand and follow oral and written directions

Use hand and power tools to secure buildings, doors, windows, and other areas

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of security-related experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and safe driving record
Valid certification in use of baton, handcuffs, mace and pepper spray
Valid certification in SB 1626, First Aid, CPR, AED and other mandated trainings
Incumbents in this class are required to complete coursework and receive the BSIS certification

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Seasonal heat and cold or adverse weather conditions
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Climbing stairs
Walking, sitting and standing for extended periods of time
Seeing to monitor District activities and property, read and write reports
Hearing and speaking to exchange information
Dexterity of fingers and hands to operate assigned equipment
Walking and running
Lifting, carrying, pushing or pulling up to 100 pounds
Physical agility and stamina

HAZARDS:

Driving a vehicle during adverse weather conditions
Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior
Exposure to blood borne pathogens and infectious diseases
May come in contact with armed and dangerous individuals