

## MODESTO CITY SCHOOLS

### Job Description

JC# 1702

### SECURITY DEPARTMENT HEAD

#### OVERALL RESPONSIBILITY

Under general supervision, serve as department head over the security department: check the performance of assigned staff as it relates to maintenance and construction.

#### SPECIFIC RESPONSIBILITIES

1. Oversee the installation and maintenance of surveillance systems, alarm systems, locking devices, hardware, and related equipment. *E*
2. Follow up on security related incidences and investigations and act as a liaison with outside agencies. *E*
3. Plan for materials needed for maintenance and construction projects and coordinate as necessary. *E*
4. Develop plans and schedules related to maintenance and construction work as directed. *E*
5. Estimate time, material, and labor for maintenance and construction projects. *E*
6. Follow up on progress of maintenance and construction projects. *E*
7. Attend bid walks, pre-construction and progress meetings as needed. *E*
8. Assist in the development of District standards, materials and procedures. *E*
9. Read and understand construction drawings, plans, and specifications. *E*
10. Ensure the proper operation and maintenance of tools and equipment in the security department. *E*
11. Adhere to State, County, and District safety codes and procedures. *E*
12. Assist in the selection, orientation, supervision, and evaluation of subordinate personnel. *E*
13. Orient new employees to their duties and responsibilities. *E*
14. In-service security department staff. *E*
15. Check the work of security department staff and document any deficiencies or progress. *E*
16. Work with other departments, architects, contractors and outside agencies when necessary. *E*
17. Attend Modesto City Schools' asbestos training program within the first sixty (60) days of employment. *E*
18. Wear Modesto City Schools' identification during assigned work hours (e.g., badge or Modesto City Schools' shirt). *E*
19. Wear Personal Protective Equipment (PPE) applicable to assigned tasks, to ensure adherence to safety procedures, as directed. *E*
20. Maintain a valid California Driver's License – Class C. *E*
21. Maintain participation in CA DMV Assessment System/Automatic Pull Program. *E*

## **SECURITY DEPARTMENT HEAD (continued)**

### SPECIFIC RESPONSIBILITIES (continued)

22. Obtain a valid Department of Transportation Powered Industrial Truck Operator's Permit within the first sixty (60) days of employment and maintain the permit thereafter. *E*
23. Be available for District emergencies, on-call as directed. *E*
24. Utilize technology as appropriate to the position.
25. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
26. Perform other related duties as assigned.

### SALARY

Classified Unit Salary Schedule

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge related to all job responsibilities of positions within the security department.
- Knowledge of maintenance, construction, and security project work.
- Knowledge of and ability in the use and application of materials, tools, equipment and methods used in the security trade.
- Knowledge of and ability to use security related equipment and software.
- Knowledge of the dangers of hazardous materials and ability to take immediate appropriate action to prevent injury to self and others.
- Knowledge of equipment safety practices and procedures.
- Knowledge of State and County security-related codes and standards.
- Knowledge of troubleshooting techniques.
- Ability to make time, material and labor estimates.
- Ability to read blueprints and work according to plans and specifications.
- Ability to work from blueprints in installing or remodeling security components.
- Ability to implement assigned tasks with a minimum of direct supervision.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Knowledge of and ability to perform data entry functions.
- Ability to understand and implement oral and written directions given in English.
- Ability to work with agencies, architects, and contractors.
- Ability to work cooperatively with a wide variety of personalities and situations with poise and consistency.

#### Experience

##### Minimum Requirement:

- Four (4) years' experience as a locksmith or security specialist technician or forty-eight (48) months experience as a locksmith or security specialist technician acquired through an accredited apprenticeship program, skill training program, or general security related experience.

#### Education

##### Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

## SECURITY DEPARTMENT HEAD (continued)

### QUALIFICATIONS (continued)

#### License(s)/Certificate(s)/Permit(s)

##### Possession and maintenance of:

Valid California Driver's License – Class C.

Department of Transportation Powered Industrial Truck Operator's Permit to be obtained within the first sixty (60) days of employment.

Must provide a DMV printout within five (5) work days of offer of employment.

#### Physical Characteristics:

##### With or Without the Use of Aids:

Sufficient vision to read fine print, diagrams, blueprints, and manuals, and drive and operate equipment.

Sufficient depth perception. Sufficient color acuity to identify color-coded wiring.

Sufficient hearing to hear audio malfunctions, detect air/gas leaks and equipment malfunctions. Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations and at the work site.

Ability to reach horizontally and vertically with arms. Sufficient dexterity to operate hand and power tools requiring strength and coordination, manipulate small objects, print or write legibly, operate precision tools, and make minute repairs.

Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, climb ladders, crawl under buildings, bend, stretch, stand, kneel, walk, stoop, crawl, and extend legs. Sufficient physical ability, strength, mobility, and stamina to perform heavy physical labor in hot, cold and inclement weather conditions.

Sufficient physical ability, strength, balance, and tolerance of heights to climb trees and work on rooftops, scaffolds, and ladders at heights up to 50 feet, sometimes in precarious positions.

Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 75 pounds in a series of functional tests which clearly simulates the work environment.

Sufficient physical ability, mobility and stamina to work in small spaces with arms extended.

Physical ability to sit for extended periods of time.

Physical tolerance to chemical odors and the ability to work with a variety of chemicals.

#### Pre-Employment Physical Examination

A physical and tuberculosis examination is required as a condition of employment. Pre-employment

physical examination shall be administered by a District provider and be at the District's expense.

Individuals must evidence ability to perform physical requirements of position and test negative for tuberculosis.

### REPORTS TO:

Associate Superintendent, Business Services or Designee

Board Approved: 3/2/15

Reclassification Equity Adjustment Review Committee Revised and Approved: 9/30/20