

**CLASS TITLE: SECURITY OPERATIONS WORKER**

**DEFINITION:** Under supervision, performs a variety of physical tasks related to preserving the security and safety of District facilities; performs related work as required.

**EXAMPLE OF DUTIES:**

- Responds to dispatched alarms, emergency buildings and grounds situations
- Responds to issues involving facility users throughout the District, assesses sites for damage or potential theft
- Communicates and cooperates with District administrators and local police, contacts security and/or fire protection services in various security situations
- Resets/reprograms school alarms as needed or directed
- Works with dispatch personnel in responding to and resolving authorized user needs
- Secures sites and temporarily repairs breached sites, using a variety of hand and power tools; including repair fences, windows, heating/AC systems, etc.
- Responds to issues involving water; including leaks, running toilets, puddles, flooding, landscape issues and if needed shut off the water
- Assess and temporarily paint over graffiti
- May act as courier as necessary

**DESIRABLE QUALIFICATIONS:**

**Training and Experience:** A combination of training and experience equivalent to two years related to facility maintenance or building security.

**Knowledge of:**

- Operation of key pad security systems
- Building operations
- Location and Use of Power & Water Shut-Offs
- Commonly employed safety and security practices

**Skills in:**

- Establishing and maintaining effective working relationships with both school and community personnel
- Operating hand tools

**Ability to:**

- Read and write clear reports and logs
- Communicate verbally with a variety of people representing a variety of groups/agencies

**Licenses and Certificates:**

- A valid California Driver's License

**Certificates and Other Requirements:**

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen)

**Environment:**

School based settings and surrounding school environment or other District designated environment; subject to diverse weather conditions.

**Physical Abilities:**

Seeing to diagnosis and repair equipment and read instructional manuals; hearing and speaking to exchange information and provide assistance to staff; walking, reaching, holding with arms, bending at the waist, crouching and squatting; dexterity of hands and fingers to operate specialized equipment or office equipment; lifting up to 50 pounds or equivalent.

**Other Qualifications:**

Must successfully pass the District's pre-employment fingerprinting and TB testing.

M&O, Salary Range: 412 472

MT. DIABLO UNIFIED SCHOOL DISTRICT

3/09

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