

## FOREMAN I-SAFETY & SECURITY

### DEFINITION:

Under the supervision of a Supervisor, assists in planning, coordination, and direction of District-wide safety and security support activities; implements operations and activities related to assuring the safety of students and designated personnel; monitors District-wide operations and activities for compliance with safety, health, and environmental protection regulations and codes and performs related work as required.  
variety of skilled and semi-skilled work

### DISTINGUISHING CHARACTERISTICS:

The Foreman I classification is the entry-level classification in the Foreman series. The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties. The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides site administrators with technical information and assistance relating to safety and security.
- Assists in the evaluation of new products, equipment, and work methods.
- Assists the Supervisor in the conduct of quality control safety, security inspections and processes.
- Provides information, prepares reports, maintains records.
- Assists the Supervisor in the administration of the District-wide safety and security programs.
- Trains subordinates in safety and security procedures.
- Plans, schedules, and assists safety and security events.
- Operates a variety of office, safety equipment including various hand tools, a computer and assigned software; drives a vehicle to conduct work.
- Perform scheduled safety and security inspections and submits written summary reports.
- Identifies potential safety and security problems and makes recommendations to prevent loss from theft or vandalism.
- May serve as liaison between District and/or school site, alarm company, police department, fire department and other governmental agencies concerning safety programs and related functions.
- Assists in updating and implementing the disaster preparedness program for Maintenance/Operations and Transportation.
- Monitors district-wide operations and activities for compliance with safety, health, and environmental protection regulations and codes.
- Removes hazardous materials from District sites for redistributing or disposal.
- Prepares and maintains a variety of files, records and reports related to assigned activities.
- Assists in maintaining safety and security computerized database files.
- Assists in research and analysis of government regulations, both current and pending that impact the District.
- Assists in monitoring the performance of the District computerized intrusion alarm system.
- Performs minor repairs and updates data to an assigned computer software security system.
- Utilizes and troubleshoots video camera and surveillance equipment.
- Answers and responds to fire alarm and/or intrusion alarm calls.
- Oversees and coordinates stadium events as directed.
- Creates and distributes Identification Badges.
- Assists with programs regarding intrusion access codes.
- Assists with weekend campus safety personnel as needed.
- Communicates with personnel, departments, administrators, contractors and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

## QUALIFICATIONS GUIDE

## Knowledge of:

- Principles of training and supervision.
- Correct English usage, punctuation, spelling, and composition.
- Methods, materials and equipment used in the handling of hazardous materials.
- Methods and equipment used in security and loss prevention.
- Safety procedures and practices relating to safety/security.
- Related state and local regulation codes pertaining to safety/security.
- Computer equipment and related software applications.
- Basic math and vocabulary skills.
- Basic low voltage wiring as it relates to intrusion alarm systems.
- Building and campus security.
- Crime and loss prevention.

## Ability to:

- Conduct informal investigations into accidents, incidents, and breaches of security.
- Maintain files, records, and report systems.
- Work with minimal supervision and perform independent tasks.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Learn and proficiently use new equipment, technology, and software.
- Coordinate with others to determine priorities and prepare work schedules.
- Train personnel and serve as a technical resource to personnel.
- Work independently and apply sound judgment in responding to immediate safety and/or security problems.
- Exercise tact, courtesy and restraint when dealing with students, staff and the public.
- Determine priorities and establish work schedule.
- Provide basic instruction and/or introduction in safety and security practices and procedures.
- Maintain records, reports and files, both hard copy files and computer data base files.
- Operate and maintain various types of computer hardware.
- Operate and maintain two-way radio equipment and accessories.
- Lift heavy items and perform moderate to heavy physical labor.
- Perform work during evenings, weekends or variable hours.

## EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of progressively responsible work in the safety and/or security field.

## LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.
- SB 390 Mandated [Training](#)[KW1]

## PHYSICAL DEMANDS:

The physical demands described here 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.

- Standing or sitting for extended periods of time.
- Dexterity of hands and fingers to operate security and safety equipment.
- Walking and running.
- Hearing and speaking to exchange information.
- Seeing to monitor school campuses.
- Physical agility and stamina to apprehend and detain individuals.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Climbing fences and working from rooftops.

**WORK ENVIRONMENT:**

Indoor/Outdoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- Contact with dissatisfied or abusive individuals.
- Potential exposure to hazardous materials during redistributing or disposal from District sites.
- Driving a vehicle during adverse weather conditions.

Revised: 05/2021