



# Irvine Unified School District

## FOREMAN I SAFETY / SECURITY

### DEFINITION

Working under the general direction of the Supervisor, Safety/Security provides assistance with the planning, coordination, and direction of District-wide safety/ security support activities and performs such other related work as required.

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

- Provides site administrators with technical information and assistance relating to safety/ security.
- Assists in the evaluation of new products, equipment, and work methods.
- Assists the Supervisor in the conduct of quality control safety/ security inspections / processes.
- Provides information, prepares reports, maintains records, and assists the Supervisor in the administration of the District-wide safety / security programs.
- Trains subordinates in safety/security procedures.
- Plans, schedules, and assists safety/security events.
- Operates computer for processing of safety/ security related documents.
- Perform scheduled safety/ security inspections and submit written summary reports.
- Identify potential safety/ security problems and make 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.
- Assist in updating and implementing the disaster preparedness program for Maintenance/Operations and Transportation.
- Removes hazardous materials from District sites for redistributing or disposal.
- Assists in maintaining district safety/security files.
- Assists in maintaining safety/ security computerized data base 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.
- Perform minor repairs and update data to the system.
- Work with video camera / surveillance contractor and equipment, troubleshoot issues.
- Handle fire alarm and/or intrusion alarm calls.
- Assist with contractors
- Oversee and coordinate stadium events.
- I.D. Badges – Making and distribution.
- Assist with programs regarding intrusion access codes.
- Assist with weekend campus safety personnel

### QUALIFICATIONS

#### 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.

#### Ability to:

- Work with minimal supervision and perform independent tasks.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted in the course of work.
- Learn and proficiently use new equipment, technology, and software.
- Work well under time pressure.
- Coordinate with others to determine priorities and prepare work schedules.
- Accurately proofread finished work.
- Work independently and apply sound judgment in responding to immediate safety and/or security problems.
- Exercises tact, courtesy and restraint when dealing with students, staff and general public.
- Determine priorities and establish work schedule.
- Provides basic instruction and/or introduction in safety / 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.
- Lifts heavy items and performs moderate to heavy physical labor.

**Training and Experience:**

Equivalent to completion of the twelfth grade; five years of progressively responsible work in the safety and/or security field to include formal training in either or both areas, or any combination of education and experience which would be likely to provide the required level of competence.

**Licenses:**

- Possess and maintain a valid California Driver's License.

**Physical Condition:**

Ability to perform heavy manual labor as determined by pre and post-employment physical examinations and reports.

**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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds with assistance, and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Rev. 9/13

This page was last modified 11/4/2013