

## SUPERVISOR-CAMPUS SAFETY SERVICES

### DEFINITION:

Under the supervision of the Director-Risk Management & Insurance, plans, organizes, and executes the District's safety and security programs and provides supporting services to schools and district departments.

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

- Plans, coordinates and supervises the District's safety and security programs in accordance with the policies set forth by the District and as provided under the provisions of the California Education Code.
- Provides site administrators with recommendations and assistance in maintaining school site safety and security measures; emergency management planning; conducts periodic safety inspections of District sites.
- Trains and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; develops staff schedules, assigns employee duties and reviews work to assure compliance with established standards, requirements and procedures.
- Serves as a liaison between the District and outside agencies such as police law enforcement and fire departments.
- May serve, as necessary, as a liaison between the District and public health, environmental protection, water and air quality, and hazardous materials control agencies.
- Reacts to incidents involving vandalism, illegal entry, burglary or theft, assisting or conducting, as appropriate, the investigative process.
- Prepares and files periodic governmental taxes in accordance with established guidelines, policies and procedures.
- Responsible for District compliance with the provisions of the Asbestos Hazard Emergency Response Act (AHERA) and serves as the designated Asbestos Point of Contact for the District.
- Operates a variety of office equipment including a computer and assigned software.
- Drives a District vehicle to conduct work.
- Attends District Safety Committee Meetings and other meetings, as directed.
- Assists Risk Management personnel with investigating accidents and other investigations, as directed.
- Provides direction for the installation and management of the District's intrusion systems, fire alarm systems, access control systems, and surveillance camera systems.
- Responsible for maintaining department budget; service contracts; and compliance with competitive bids.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Building and campus security
- Crime and loss prevention
- Risk management/employee safety
- Basic familiarity with federal, State, and local codes relating to security, safety, hazardous and toxic materials, and fire prevention.
- Basic knowledge of AHERA provisions and other EPA regulatory documents as they apply to District facilities and operations.

**Ability to:**

- Provide recommendations relating to safety and security measures at District sites.
- Read, understand, and apply federal and state directives, codes and regulations as applicable to all aspects for health and safety in areas related to assigned functions.
- Conduct investigations into accidents, incidents, and breaches of security.
- Maintains files, records, and reports systems.
- Present information, in both oral and written form, clearly and concisely.
- Supervise and coordinate work of other personnel
- Establish and maintain effective working relationships with those contacted in the course of assigned duties.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years increasingly responsible security patrol experience.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C driver's license.
- SB 390 Mandated Training

**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.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds.
- Climbing fences and working from rooftops.

**WORK ENVIRONMENT:**

Indoor/outdoor 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.
- Driving a vehicle during adverse weather conditions.

Revised 5/11/2021