



TECHNICIAN-SECURITY

DEFINITION:

Under the supervision of the Supervisor-Security *or Designee*, patrols campuses to enforce use of facilities by validating use of facilities permits; reports misuse of facilities, vandalism, intrusion alarm violations and other unauthorized activities.

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

- Patrols District facilities to check and verifies Use of Facility permits by making contact with the user group and reports any misuse of District property.
- Responds to intrusion and fire alarm calls.
- Secures doors, windows and gates.
- Monitors campus for evidence of vandalism, trespass or any other criminal activity.
- Patrols campus for unauthorized energy use; identifies unauthorized electrical appliances
- *Patrols campus for unauthorized facility use.*
- Performs scheduled and random inspections of District sites to assess energy practices, *facility use* and submit written summary and detailed reports.
- Assists and cooperates with law enforcement, fire department and other agencies.
- Reports unsafe conditions present on campus.
- Composes reports on activities occurring during an assigned shift.
- Monitors utility costs.
- Drives a vehicle to conduct work.
- Operates a variety of office equipment including a copier, calculator, a computer and assigned software.
- Operates access control *and* intrusion alarm system, surveillance camera systems.
- Communicates with personnel, departments, administrators and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Responds to after hour emergency calls.
- Answers the Campus Safety Service Line while on duty or after hours if assigned.
- Performs routine school and District property door checks.
- May assist with special events
- Responds to accidents at District properties

QUALIFICATIONS GUIDE

Knowledge of:

- Security patrol tactics.
- Safety procedures and practices relating to safety and security.
- Computer equipment and related software applications.
- Two-way radio equipment and accessories operation.
- Civic Center Act.
- Joint Use Agreement with City of Irvine.
- District policies, rules, regulations, and appropriate sections of the governmental codes.

Ability to:

- Communicate and work effectively with students, staff, community members and public.
- Identify campus violations and improper behavior.
- Act quickly with mature judgment.
- Understand and carry out oral and written instruction.
- Be familiar with Use of Facility application, policies and procedures and ability to explain to user groups
- Work independently and apply sound judgment in responding to immediate safety and/or security problems.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and two years security experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.
- Completion of State mandated security training.
- SB390 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 and walking for extended periods of time.
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate assigned equipment.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Physical agility and stamina.
- Climbing stairs.
- Running.

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. The noise level in the work environment is usually moderate. Hazards include:

- Seasonal heat and cold or adverse weather conditions.
- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- Contact with dissatisfied or abusive individuals.

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