

KERN COUNTY SUPERINTENDENT OF SCHOOLS

NEW/APPROVED MARCH 2018

RANGE: 36.5

CLASSIFIED

CODE: 2, 4, 7

BUILDING SECURITY SPECIALIST

DEFINITION

Provide supervision of assigned buildings, lobbies, parking lots, and areas adjacent to the buildings to ensure maximum security and safety for staff working in the buildings.

Responsible for enforcing building regulations and applicable laws pertaining to behavior, order, and conduct in and around professional buildings.

EXAMPLES OF DUTIES

Patrol building grounds, corridors, rest rooms, parking lots, and adjacent areas for the purpose of enforcing rules and regulations as they pertain to conduct in and around professional buildings;

when stationed in the lobbies, greet and assist guests as they enter the building by providing them directions to the office or conference room where they have business;

remain alert for the presence of unauthorized persons;

monitor areas for suspicious activity in and around the building sites and parking garages and inquire as to the nature of business the person(s) may have;

direct individuals who are loitering in assigned buildings to vacate the premise in a professional and courteous manner;

direct persons involved in suspicious activity off of the building properties in a professional and courteous manner and notify law enforcement as appropriate;

maintain civility by all persons who enter onto KCSOS properties;

use the live video surveillance cameras to watch for suspicious activity at all monitored locations, take action to immediately respond to any suspicious activity;

assist the building custodians with escorting staff out of the buildings to their cars when requested;

when a crime is committed at any of the assigned buildings while on duty, the Building Security Specialist is to assist in investigating and reporting the crime under the direction of immediate supervisor;

review, identify and preserve the surveillance camera recordings for the purpose of conducting an internal investigation;

work with law enforcement to provide evidence and information under the direction of immediate supervisor;

de-escalate situations when warranted;

log all incidents, which occur at any of the KCSOS downtown locations, on the appropriate building security log;

collaborate with custodial management regarding patrol schedule to maximize building security efforts;

assist the Building Supervisor with responding and reporting building security related incidents;

monitor speed limits and parking policies and guidelines in all assigned parking structures;

observe and report any unsafe building conditions to immediate supervisor and log that information in the incident log;

perform security checks of buildings and grounds as necessary;

report signs of vandalism to the proper authority;

ensure the buildings are secure at the beginning and end of each day;

use due diligence to secure the buildings and look for unauthorized persons;

assist with emergency preparedness protocols and building evacuations as needed;

assist in clearing building during fire alarms and drills as necessary;

operate hand radio in patrol functions;

write and prepare incident logs and reports for administrator as assigned;

perform related duties as required.

QUALIFICATIONS

Knowledge of:

De-escalation techniques and crisis intervention;

correct English usage, grammar, and punctuation.

Ability to:

Read and write at a level sufficient to perform required duties;

understand and carry out instructions;

interact and relate well with the public;

analyze situations accurately and adopt effective course(s) of action;

exercise tact, diplomacy, and good judgment in dealing with all visitors and staff;

establish and maintain effective work relationships with those contacted in the performance of required duties;

work at a desk or conference table;

stand and walk for extended periods of time;

see for the purpose of reading rules, policies and other printed matter;

hear and understand speech at normal levels;

communicate so others will be able to clearly understand a normal conversation;

bend, twist, sit, stoop, kneel, push, pull, and crawl;

lift 50 pounds.

Experience:

Three years of experience performing similar job duties.

Education:

Equivalent to the completion of the twelfth grade;

formal training in de-escalation methods and techniques preferred.

Conditions of employment:

Possess or secure within six months of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

A preplacement medical assessment is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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3/6/18

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