

BUILDING USE/PARKING LOT MONITOR

BASIC FUNCTION

To protect people and property on District grounds, and to assist in the handling of various emergency situations.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Patrol District buildings and grounds to prevent or deal with any incidents of theft, vandalism, fire or fire hazards, disorderly conduct, violation of District traffic, safety, security, or other regulations, and so forth.
- Enforce district rules, policies, regulations, procedures etc. related to building use, parking, and other related safety/security issues. Issue warnings, citations, and traffic tickets as appropriate.
- Provide security services such as parking and traffic direction, crowd control, and the like, for special events.
- Monitor visitor activity and building usage on school grounds. Check ID's of visitors when appropriate. Assist in escorting individuals off District grounds as appropriate.
- Ensure that buildings and rooms are locked and unlocked as appropriate. Assist students, faculty, staff, and visitors with problems with keys, locks, doors, cars, etc.
- Check physical plant at night, and ensure that heating and ventilating systems are operating properly.
- Monitor weather conditions, and notify appropriate personnel of need for snow and ice removal, and other safety hazards.
- Answer the security department phone line. Respond to emergency phone calls, track visitors when necessary and the like.
- Assist in responding to complaints/calls related to possible criminal activity, and in investigating incident and/or apprehending involved individuals as appropriate, under the supervision of a senior or senior staff members.
- Assist in investigating complaints made by faculty, staff or students.
- Assist in investigating traffic accidents on campus.
- Assist in responding to calls involving medical emergencies. Administer first aid and/or call for additional assistance as needed.
- Report any security incidents, unusual activity and/or hazardous conditions to appropriate officials.
- Call for and assist local fire and rescue personnel as needed.
- Assist area police with investigations when appropriate.
- Provide special transportation and/or escort services as needed.
- Give visitors directions and other general information.
- Prepare all required paperwork on security activities.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Direct to moderate supervision is received from the School Safety Coordinator. Indirect supervision received from the Director of Property Services.

MINIMUM QUALIFICATIONS

High school education plus one to two years of relevant work experience, with some directly related security or law enforcement training or experience desirable, or a combination of education and experience from which comparable knowledge and skills are acquired.

- General familiarity with relevant laws and regulations desirable, particularly as they relate to actions of minors.
- Some knowledge of fire prevention and firefighting methods desirable.
- Some first aid training and knowledge of CPR.
- Valid VT driver's license.

- Ability to deal effectively with a wide range of individuals, in some instances under stressful, dangerous and/or emergency conditions.
- Ability to handle emergency situations calmly and efficiently.
- Demonstrated integrity.
- Physical ability to perform all job duties.

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This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.