

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Safety Operations Technician
Department/Site: Security Services
Reports to: Safety and Security Manager

Classification: Classified
Salary Schedule: Classified
Salary Range: 30
FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the Safety Operations Technician will provide support to the instructional process with specific responsibilities for processing radio messages and telephone calls; dispatching appropriate personnel in response to calls ensuring the security and safety of students, personnel, equipment and property of the high school; maintaining department records in accordance with mandated requirements and clerical support to the department.

ESSENTIAL FUNCTIONS

- Answers radio and telephone calls for the purpose of providing information and/or dispatching appropriate personnel ensuring the security and safety of students, personnel, equipment and property on the school site.
- Collaborates with other District staff and community personnel (e.g. Madera Sheriff's Dept., Madera Police Dept., Madera Juvenile Probation, Child Protective Services, FBI, etc.) for the purpose of providing information and/or taking action regarding investigations, criminal activities, vandalism, etc. for the safety and security of the school site.
- Compiles a variety of data (e.g. incident reports, etc.) for the purpose of developing formal reports, conveying information and complying with mandated requirements.
- Maintains paper and electronic files and records (e.g. School Safety Officer's reports, restraining orders, etc.) for providing up to date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors security cameras and digital reporting applications for ensuring campus security.
- Coordinates and tracks all substitutes for safety officers' absences.
- Processes and documents the coding of timesheets for the use of overtime; work order requisitions; places travel accommodations and reimbursements.
- Performs general clerical functions (e.g. copying, faxing, data entry, reports, presentations, filing, etc.) for the purpose of supporting department functions.
- Processes a variety of materials (e.g. evidence items, lost and found, Property Loss Reports, etc.) for the purpose of complying with mandated requirements and communicating to others.
- Orders supplies, equipment and materials for ensuring availability of items; collects and files invoices for supplies, equipment and materials.
- Coordinates School Safety Officer trainings and makes travel accommodations.

- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Maintains record keeping of all School Safety Officers' training certifications.
- Assists with the coordination of Safety Department Programs, including RadKids, Redirect program and other programs as assigned.
- Records and documents site fire drills and lockdown drills for proper documentation.
- Maintains confidentiality in all information received regarding investigations and/or sensitive information.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percentages and/or ratios.
- Written procedures, pertinent department policies and procedures.
- Office practices and procedures.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District policies, procedures and rules regarding budgeting, purchasing and travel/training and expense reporting
- Safety policies and safe work practices applicable to the assignment
- Codes, laws, regulation and policies
- Proper operation and care of two way radio and telephone equipment and operational characteristics of emergency communication system equipment

Skills and Abilities to:

- Receive calls for emergency and non-emergency services, elicit information to assess situations from callers and determine appropriate equipment and personnel to dispatch.
- Communicate effectively, both orally and in writing
- Analyze situations as they occur and respond appropriately to ensure the protection of staff and confidential information.
- Understand, interpret and explain applicable laws, codes and regulations.
- Operate a two way radio and county emergency radio
- Operate standard office equipment including utilizing pertinent software applications
- Perform standard clerical procedures
- Prepare and maintain accurate records
- Schedule a number of activities, trainings, meetings and /or events
- Gather, collate and/or classify data
- Use flexibility in working with others in a wide variety of circumstances
- Work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods
- Work with a diversity of individuals and/or groups

- Problem solve with data and equipment
- Set priorities and adapt to changing work priorities
- Meet deadlines and schedules
- Work with frequent interruptions and stressful conditions.

RESPONSIBILITY

Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and/ or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

MINIMUM QUALIFICATIONS

Experience:

Two (2) years of experience working with youth and adults in an organized setting as an employee with a focus on law enforcement or security work; and One (1) year of clerical experience working in an office environment.

Education:

High school diploma or equivalent.

An associate degree in criminal justice or a related field from an accredited college or university is preferred.

Required Testing:

- Pre-employment Proficiency Test
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid California Class C Driver's License
- SB 1626 Certificate (Must obtain within the first month of employment)
- First Aid & CPR certification

Clearances

- DOJ/FBI Background
- TB Skin Test

- Physical Demand (E)