

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Alarm Responder (W87)	Job Family: 06
Department: Facility Services	Lane Placement: 6
Supervisor's Title: Director of Facility Services & Security Coord.	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>7/7/15</u>
Original date: <u>06/04</u> Revised: <u>04/10</u> Revised: <u>07/15</u>	Revised: _____

GENERAL FUNCTION

Under the direction of the Director of Facility Services and facility security coordinator, the **Alarm Responder** (unarmed) responds to alarm drops at District buildings, investigates alarm causes and coordinates the appropriate response with the alarm company dispatch, police and fire departments or District personnel as needed. Performs physical walk-through of District facilities and completes security inspections and secures the facility upon leaving. Performs minor to moderate maintenance tasks. Accomplishes routine scheduled duties and repairs as needed. A majority of shifts are afternoons, graveyard, weekends and/or holidays.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Respond to alarm calls from the alarm company regarding incidences occurring within District buildings. Investigate to determine the cause of the alarm. Coordinate response with police and fire departments or District personnel as needed.
- Perform physical walk-throughs of facilities and complete security inspections. Report any unusual conditions or malfunctioning of heating, plumbing or electrical systems.
- Respond to calls regarding maintenance issues. Perform minor repairs including, but not limited to, doors and door hardware, windows, electrical, plumbing, HVAC, freezers, sprinklers, CCTV, fire and security systems, etc. Determine if malfunction will disturb school activities and when to contact on-call department personnel or outside agencies on situations regarding immediate or prompt attention.
- Maintain proper paper work and log recording telephone calls, visitors and description of incidents occurring during the nightly work assignments.
- Complete proper work orders for repair/maintenance of surveillance equipment and other related equipment at District buildings. Work closely with alarm technicians to ensure that the security equipment is repaired and working properly.
- Perform preventive maintenance and testing of security, fire and CCTV systems.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Responsible for proper care of tools and equipment used to perform work.
- May perform Jordan Safety and Security Assessment (JSSA) inspections.
- Perform support services for other facilities areas. On call as needed.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Prior job related work experience in alarm response with demonstrated competency preferred. Familiarity with security camera systems operations and a background in building security and alarm systems preferred.
- Must demonstrate competence in reading and writing. Requires strong communication skills, both oral and in writing.
- Requires ability to make judgments for the repair, maintenance and operations of surveillance systems.
- Requires ability to diagnose minor heating, plumbing and electrical problems to determine malfunctions, and then report to proper departments for repair.
- Requires ability to determine appropriate times for notifying other agencies (e.g. fire department and police department) regarding particular situations.
- Requires good interpersonal skills. Interacts with Auxiliary Service personnel, District administration and administrators at local sites, alarm company dispatchers, along with various fire and police department organizations.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Drive a facility vehicle for transportation to various work sites.
- Uses computer equipment, cell phone, radios, etc. Use various trade specific tools and equipment (i.e. ladders, lifts, saws, drills, etc.).

Physical Requirements – Not limited to the following:

- Frequent walking and standing.
- Occasional lifting floor to waist of 25 pounds, waist to shoulder of 20 pounds, shoulder to overhead of 20 pounds, awkward lifting of 20 pounds and carrying 25 pounds.
- Occasional climbing ladders, working in awkward positions, overhead work, sustained bending, squatting, kneeling, stooping, balancing, handling, etc.
- Constant hearing, frequent near/far visual acuity and occasional depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.