

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Safety Specialist (W95)	Job Family: 06
Department: Facility Services	Lane Placement: 9
Supervisor's Title: Director of Facility Services and Coordinator	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>05/13</u> Revised: <u>07/15</u> Revised: _____	Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Facility Services and coordinator, the **Facility Safety Specialist** assists the director, serving throughout the District by inspecting and assessing all District buildings to ensure compliance with District safety and security standards. Responsible to report findings using the Jordan Safety and Security Assessment (JSSA).

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

ESSENTIAL FUNCTIONS

- Inspect all school buildings to assure compliance with current safety and security standards. Responsible for training and assessment using the JSSA tool.
- Facilitate reporting of JSSA findings and follow-up with key District personnel.
- Inspect, maintain and recertify Automated External Defibrillator (AED) machines District wide. Encourage schools to check AED logs monthly
- Work closely with alarm technicians to ensure that the security equipment is repaired and working properly. Train department staff as needed.
- Inspect and test fire alarm systems, fire risers, kitchen hoods and smoke detectors. Ensure fire extinguishers are recharged/replaced as needed. Submit required State reports.
- Perform preventive maintenance and testing of security, fire and CCTV systems.
- Perform minor repairs and service calls to security, fire and CCTV systems.
- Submit work orders for necessary repairs/maintenance of surveillance equipment and other related equipment at District buildings.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Respond to school safety emergencies 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.
- Requires five (5) years of successful work experience in electronics, electrical, fire science, law enforcement, alarm system installation/repair or related field or an equivalent combination of education and experience.
- Associate's degree in electronics, fire science, law enforcement or completion of a formal trade-specific program is preferred. State fire inspection certificate preferred.
- Requires a valid Utah Driver's License.
- Familiarity with security camera system operations preferred.
- Must demonstrate competence in reading writing and math.
- Requires ability to make judgments for the repair, maintenance and operations of surveillance system.
- Must be competent in the use and maintenance of needed tools and equipment.
- Ability to establish priority of work assignments.
- Ability to make decisions and provide recommendations to supervisor.
- 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 regarding particular situations.
- 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.

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:

- Standard office equipment, including computer, phone, copier, fax, etc.
- Drives a District vehicle for transportation to various work sites and alarm response.
- Uses various trade specific tools and equipment.

Physical Requirements – Not limited to the following:

- Occasional standing (up to 8 hours continuously), overhead work, climbing ladders and fine motor dexterity.
- Frequent sitting. Occasional lifting from floor to waist up to 20 pounds and carrying up to 20 pounds.
- Activities may involve outdoor work in all weather conditions.
- Will experience pressure and stress to meet deadlines.

- 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.