

**Jordan School District  
CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Facility Security Coordinator (W01)</b>	Job Family: 08
Department: Facility Services	Lane Placement: 12 / 13
Supervisor's Title: Director of Facility Services and Staff Asst.	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: 07/83	Revised: 07/15
Revised: _____	Revised: _____

**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services and staff assistant, the **Facility Security Coordinator** is responsible for planning, scheduling and overseeing the inspection, assessment, testing, installation and repair of all security and safety systems throughout the District in accordance with State codes, specifications and District procedures.

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

**ESSENTIAL FUNCTIONS**

- Plan, schedule and oversee the inspection, assessment, testing, installation and repair of all security and safety systems.
- Investigate, problem solve and address safety and security issues and concerns.
- Program and assign card access levels. Update fire, security and card access systems.
- Prepare project bids, estimate labor and material costs, prepare project status reports, manage budgets and fund balances on assigned projects and ensure allocations are accurate and expenses are within budget limits.
- Troubleshoot and monitor security, fire and access control system equipment performance and recommend design enhancements.
- Responsible for the inspection of work assignments to assure completion and quality craftsmanship by facilities and contracted personnel.
- Ensure compliance with all National and local codes.
- Coordinate with the alarm company, department staff, school staff, administrators and others to ensure success of the building security function.
- Coordinate with vendors to troubleshoot issues, match invoices, complete installations on time, etc.
- Ensure the District's safety and security assessment program (JSSA) operates efficiently and effectively.
- Evaluate employee performance. Authorized evaluator under Jordan Classified Evaluation System. Provide input into training, hiring, discipline and promotion decisions.
- Supervise and train the employees assigned to building access and security.
- Train department employees on function and capabilities of fire, access control and security related systems.
- Participate in staff level justification and forecasting and budget projections and tracking.
- Evaluate facility emergencies and determines appropriate response.
- Coordinate with other trades and contractors to assure project progression and completion. Provide support services to all facilities areas as needed.
- Assist in District theft or vandalism investigations. Coordinate with schools and Human Resources to install cameras as part of investigations.
- Shift work may be required. Will be called to respond to emergencies as required.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- Required to attend scheduled training and departmental meetings.

- 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 an Associate's degree in fire science, electrical or related field PLUS six (6) years of work experience in fire, security and/or alarm access control systems or other job related work experience with demonstrated competence or an equivalent combination of education and experience.
- Requires a minimum of two years supervisory experience with demonstrated competence.
- Requires a current Utah State Master Fire Alarm System Technician certification.
- Employee will be eligible for Lane 13 with the following additional valid certifications:
  1. International Electrical Code Certification (ICC)
  2. Deputy Fire Marshall Certification
- Must demonstrate competence in reading, writing and math.
- Requires ability to plan, coordinate and manage specific projects related to facility use and operations. Require demonstrated experience managing and tracking budgets.
- Requires ability to read and interpret blueprints and plan specifications.
- Requires thorough knowledge of Federal, State and local regulations regarding alarm systems.
- Must have excellent communication both oral and written, and interpersonal skills working with school personnel, and patrons of the District.
- Requires ability to handle emergency situations and make quick decisions to resolve unique problems in the best interest of the District.
- Must be a team player. Incumbent will work with other staff members to draw upon their mutual knowledge and experience to address issues.
- 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:**

- Standard office equipment, including computer, phone, copier, fax, etc.
- Will use appropriate tools, ladders or other lifts as necessary.

**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.

- 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.