

ORANGE UNIFIED SCHOOL DISTRICT

SECURITY PATROL PERSON

DEFINITION

Under general supervision – patrols schools and other facilities of the District to maintain security; performs light emergency repairs as needed, and does related work as required.

Representative Duties

Patrols district schools and facilities on a roving basis at night and weekends; maintains security and fire watch during assigned working hours; insures that unauthorized persons are prevented from entering or using school property or facilities; investigates and reports all unusual conditions; checks doors, gates and windows to insure proper security ; activities and deactivates alarm systems for special purposes as required; establishes and maintains cooperative relations with others; makes temporary emergency repairs on windows, sprinklers, doors, etc., which may be required to secure the building after vandalism or a break-in; keeps records and makes reports.

Organizational Responsibilities

Positions in this Class report to the Operations Manager and are assigned to a roving security patrol out of the central district security office. All assignments require independent responsibility in following prescribed methods and schedules.

ENTRANCE QULIFICATIONS GUIDE

Training and Experience –

Good work history and some experience or education in security.

Knowledge and Abilities

Knowledge of security procedures and common fire hazards and equipment, safe working methods and procedures.

Ability to: understand and carry out written and oral instructions; to remain alert and use good judgment in noticing and reporting unusual circumstances; to operate common hand fire control equipment; and to complete and maintain simple records.

Positions in this class perform work which is primarily sedentary.

Licenses

A valid California Motor Vehicle Operator’s License.