



Position Title: **Security Officer**

Last Updated: October 2019

Reports To: Director of Security

Status: Non-Exempt-Hourly
Permanent Full-time

Schedule: Calendar Year: 40 hours per week
Actual hours assigned per the needs of the department
Days, nights, overnights, weekends, holiday and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible – No

Summary Description:

Executes security procedures for campus facilities and ground, promoting and maintaining the school's security and property protection programs by performing the following:

Essential Functions:

- Studies campus security regulations and procedures relative to securing campus facilities ensuring the safety of the students, and academic community
- Implements operational procedures for activities such as fire prevention, traffic control, guarding and patrolling physical property, orienting and monitoring of personnel involved with confidential information, and the investigation of accidents and other potential criminal acts
- Assists in investigating incidents, e.g. graffiti, thefts, fights, violations, etc. to provide support in mediating issues
- Monitors students within a variety of school environments, e.g. classrooms, restrooms, grounds, hallways, library, dining hall, and parking lots to ensure the safety and welfare of students and participants and/or secure facilities
- Guards campus property against fire, theft, vandalism, and illegal entry
- Patrols, periodically, buildings and grounds, docks, and wooded areas of campus to provide visibility, maintain security and deter crime
- Examines doors, windows, and gates to determine that they are secure
- Warns violators of rule infractions, such as loitering, smoking or inappropriate behavior, and apprehends persons engaging in suspicious or criminal acts
- Inspects campus equipment and mechanical machinery to ascertain if they are functioning properly or if tampering has occurred
- Watches for and reports irregularities such as fire hazards, leaking water pipes, and security doors are left unlocked
- Observes departing personnel to guard against theft of school property
- Sounds alarms or calls police or fire department in case of fire or presence of unauthorized persons
- Permits and opens locked doors for authorized persons to enter
- Records data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment to Maintenance Manager
- Prepares documentation, e.g. discipline referrals, incident and activity reports, security logs, etc to provide written support and/or convey necessary information
- May perform some janitorial duties, and set thermostatic controls to maintain specified temperature in buildings
- May tend to furnace or boilers
- Monitors the flow of traffic through campus; may work special events for traffic control

- Reports all equipment, system and work site safety concerns to Maintenance Manager or Plant Operations Manager
- Serves as first responder for all campus “after hours” maintenance emergencies

WNS Security Officer, Job Description, Page 2

Additional Responsibilities:

- Assists with snow removal if necessary during shift
- Assists with set ups for School functions as deemed necessary
- Required to wear proper uniform, consistent with department’s/ school’s dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- May assist with campus maintenance emergencies as required
- Other duties as needed/assigned

Qualifications:

- Two to four years’ experience in a similar capacity preferably with direct knowledge of independent schools
- Must be able to work intuitively and independently as well as part of the campus security team
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Demonstrated computer experience with Microsoft Office Suite; proficient with Excel
- Demonstrated leadership skills as well as excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School
- Must possess strong computer skills, especially with Microsoft Office Suite, with the ability to learn other security related programs
- Working knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to understand verbal and written instructions and effectively communicate in a concise manner
- Effectively using interpersonal and communication skills including tact and diplomacy
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Possess a valid driver’s license
- Security Officers are scheduled to work an eight hour shift that includes a paid 30 minute meal break, Security Officers are required to remain on campus during their entire shift
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Regular consistent attendance and punctuality is required as a condition of employment
- Must have, or be willing to obtain upon hire, CPR/AED First Aid Certifications

Physical Qualifications:

- Successfully complete post offer employment physical
- Standing/sitting/walking for long periods of time
- Bending, lifting (up to 50 lbs.), pushing, kneeling, crouching, crawling, stooping
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Ability to perform physical labor such as moving furniture, equipment, lifting, and carrying items of weight.

Working Environment:

- The employee may be exposed to potentially violent and disruptive students

- The employee may be exposed to potentially violent and disruptive people
- While performing the duties of this job, the employee regularly is exposed to work near moving mechanical parts
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be regularly exposed to high noise environments

WNS Security Officer, Job Description, Page 3

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.