

## **Night Security Patrol**

*Reports to: Director of Physical Plant*

### **Qualifications**

The Night Patrol should be able to:

1. Show knowledge of security principles and alarm systems operation.
2. Think independently.
3. Demonstrate good organizational skills, time management ability, writing skills, communication skills, and the ability to work alone.
4. Provide evidence of experience and training which would provide the required knowledge, skills, and abilities.
5. Be trustworthy and of good moral character.
6. Pass criminal records check through the Criminal Records System of the Missouri State Highway Patrol and Federal Bureau of Investigation.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Functions**

1. Provide observational security for all facilities in the school district during hours of non-operation.
2. Ensure that the facilities in the district are secured, alarmed, and patrolled at intervals necessary to enhance the protection and proper use of the school district's assets.
3. Assume observational duties only, while notifying the proper agencies and school administration should situations warrant.
4. Check all means of entry of all buildings in the district to ensure they are secured.

5. Check all alarms to make sure they are in the ready mode when the buildings are not occupied.
6. Patrol the campuses in a random order to monitor activity after hours.
7. Respond to alarms that occur and notify the proper agencies and school officials.
8. Act as a representative for the district when outside agencies are dispatched to the district facilities.
9. Keep daily shift log sheets to document daily activities.
10. Perform special projects as assigned by the Director of Physical Plant.
11. Monitor for inclement weather and notify school officials as required.
12. Perform other duties as assigned.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

The individual who holds this position:

Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

### **Evaluation of Performance and Employment**

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Physical Plant in consultation with the Business Manager.

Night Patrol (cont.)

**Type of Position**

12 months, Non-exempt

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Branson Public Schools