

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Security Specialist

JOB CODE: 8011/8012

DEPARTMENT: Assigned locations,
Adult/Vocational schools

PAY GRADE: 18 (B4)

DATE: 01/26/2007

BASIC OBJECTIVES

Patrols an assigned area of the school facilities to guard grounds, buildings, equipment, and other items against fire, theft, vandalism, and illegal entry, and to safeguard and otherwise serve students, employees, visitors and other persons justifiably on the premises. Performs work under direct supervision and according to standard work methods, practices and procedures.

JOB TASKS/RESPONSIBILITIES

1. Patrols assigned areas, monitors activity of persons entering and/or leaving premises, and takes appropriate actions concerning emergencies.
2. Tours assigned areas including parking areas and school buildings, periodically checking for fire and fire hazards, prowlers, trespassers, unlocked doors, and other irregularities.
3. Monitors the operation of security, air conditioning and heating systems to ensure proper operation.
4. Activates fire and security alarms, as necessary, and takes appropriate actions as necessitated by any emergency situation.
5. May register at watch stations to record time of inspection tours or report during or at the end of each tour to a central location.
6. Stands at guard station, monitors entry and egress of authorized personnel, registers individuals, as required. Gives directions and answers questions.
7. Informs employees, students and visitors of security policies and building regulations and enforces same; calls offices in the building to verify appointments.
8. Apprehends or expels violators or reports activities beyond control, to appropriate security personnel or foreperson.
9. Accepts delivery of documents, messages, and other materials; delivers or routes documents, messages and/or materials to the designated office or party.

10. Assists school administration in the control of students with disruptive behavior in accordance with Florida School Laws.
11. Performs related work, as required or as assigned.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATIONS REQUIREMENT

1. Completion of eighth grade education or demonstrated ability to read, write and understand oral and written instructions. High school diploma, preferred.
2. Completion of general security training classes, Miami-Dade County Public Schools (M-DCPS) inservice training classes, and/or any equivalent combination of acceptable military training and experience.

Prior revision date(s): 05/22/87, 04/16/93, 01/30/96, 03/02/2001

Reclassification to PG 18, effective 01/26/2007, per 2006-2009 AFSCME successor contract