

# FOREMANI-SAFETY & SECURITY

### **DEFINITION:**

Under the supervision of a Supervisor, assists in planning, coordination, and direction of Districtivide safety and security support activities; implements operations and activities related to assuring the safety of students and designated personnel; monitors District-wide operations and activities for compliance with safety, health, and environmental protection regulations and codes and performs related work as required. variety of skilled and semi-skilled work

### **DISTINGUISHING CHARACTERISTICS:**

The Foreman I classification is the entry-level classification in the Foreman series. The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degreef journey-level skills and leadership abilities required and the high degree of independence exercised in carryingut these duties. The Foreman III classification is advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semiskilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance prepares reports, maintains records.

- x Assists the Supervisor in the administration of the District -wide safety and security programs.
- x Trains subordinates in safety and security procedures.
- x Plans, schedules, and assists safety and security events.
- x Operates a variety of office, safety equipment including various hand tools, a computer and assigned software; drives a vehicle to conduct work.
- x Perform scheduledsafety and security inspections and submits written summary reports.
- x Identifies potential safety and security problems and makes recommendations to prevent loss from theft or vandalism.
- x May serve as liaison between District and/or school site, alarm company, police department, fire department and other governmental agencies concerning safety programs and related functions.
- x Assists in updating and implementing the disaster preparedness program for Maintenance/Operations and Transportation.
- x Monitors district -wide operations and activities for compliance with safety, health, and environmental protection regulations and codes.
- x Assistsin monitoring the performance of the District computerized intrusion alarm system.
- x Performs minor repairs and updates data to an assigned computer software security system.
- x Utilizes and troubleshoots video camera and surveillance equipment.
- x Answers and responds to fire alarm and/or intrusion alarm calls.
- x Oversees and coordinates stadium events as directed.
- x Creates and distributes Identification Badges.
- x Assists with programs regarding intrusion access codes.
- x Assists with weekend campussafety personnel as needed.
- x Communicates with personnel, departments, administrators, contractors and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

# **QUALIFICATIONS GUIDE**

# Knowledge of:

- x Principles of training and supervision.
- x Correct Englishusage, punctuation, spelling, and composition.
- x Methods, materials and equipment used in the handling of hazardous materials.
- x Methods and equipment used in security and loss prevention.
- x Safety procedures and practices relating to safety/security.
- x Related state and local regulation codespertaining to safety/security.
- x Computer equipment and related software apptication £03 Tw 0.169 0 T4.86 0.157 0 Td [(s)-0.7 (t)-13.6 (at)-81w 1.4 t8.6 (e)]TJ 0 Tc 0f 9.82 (.7 (t)-13.6 (at)- (e)3.9 (g 0 Tc 0 Tww 1.6or1e)

### WORK ENVIRONMENT:

Indoor/Outdoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazardsinclude:

- x Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- x Contact with dissatisfied or abusive individuals.
- x Potential exposure to hazardous materials during redistributing or disposal from District sites.
- x Driving a vehicle during adverse weather conditions.

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