



**Job Title:** Security & Special Operations Technician (Swing Shift)  
**Department:** Security and Special Operations  
**Status:** Non-exempt/Hourly Staff, Full-time, Benefited

## **SUMMARY**

The primary responsibility of the Security Officer is to provide security for the campus community by performing the essential duties listed below. The officer represents the school and provides security for visitors, guests, parents, employees, and vendors. The position will have a typical shift of 2:30pm-11:00pm, 5 days per week.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Must be able to successfully perform all the following duties and other duties as assigned:

- Staff and control the main entrance gate to allow entrance of authorized personnel.
- If personnel are not known by sight, check credentials or approved roster before admitting anyone.
- Greet and direct visitors to various parts of the campus.
- Observe departing guests to guard against theft of school or personal property.
- Utilize the Schools' badging system to ensure visitors are properly vetted.
- Remove barricades/opens gates for authorized visitors to the campus core.
- Several times during each security shift, patrol the campus grounds and facilities.
- Examine doors, windows, and gates to determine that they are secure. Lock doors and gates, close open windows. Turn off unnecessary lights.
- Notify violators of rule infractions, such as smoking or trespassing.
- Warn and deter persons engaging in suspicious or criminal acts. Do not use physical force, unless warranted in an eminently dangerous situation.
- Watch for and report irregularities such as fire hazards, safety hazards, and maintenance problems.
- Sound alarms or calls police or fire department in case of fire or presence of unauthorized persons. Immediately report incidents to appropriate school personnel.
- Maintain radio contact with the faculty O.D.'s (Officer of the Day). Respond to requests for assistance.
- Know campus building and residential names and locations.
- Carry issued cell phone and respond to calls.
- Understand rules regarding student behavior, hours, etc.
- Enforce parking and traffic regulations.
- Assist with set up and tear down for special events.
- Expert knowledge and understanding of the schools' Emergency and Evacuation Plan.
- Maintain legible written report of shift activities.
- Typical "other duties" include but are not limited to assisting in preparation for special events and assisting in performing traffic and parking control. Assistance in observing, monitoring, and reporting student activities may also be required.
- Performs physical count of the schools' assets, upon request.
- Use inventory software to record, track, and maintain all inventory related data.
- Scan, photocopy, and upload inventory asset forms and supporting documentation.
- Safeguard schools' assets always.

- Weekend work will be required.
- Some overtime may be required.

### **PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF**

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

### **EDUCATION AND EXPERIENCE**

A high school education or equivalent is required. Six months experience in a similar position is recommended, but not required.

### **OTHER SKILLS**

Must be able to effectively communicate with campus staff, faculty, students, and visitors.

### **OTHER REQUIREMENTS**

Must have a current California driver license with an acceptable motor vehicle record. A criminal background check must be successfully completed before employment can begin. A current Guard Card is required and must be presented within 90 days of employment.

### **PHYSICAL REQUIREMENTS**

The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. Must be able to carry, push, lift, pull, up to 40 lbs. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Interested candidates should send their resume to, or request an application from:

**Rachelle Sesma, Director of Human Resources**

[careers@webb.org](mailto:careers@webb.org)

or fax to (909) 482-5272

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