



Job Title: Physical Security Specialist
Department: Physical Facilities & Maintenance
Reports To: Maintenance Director II
FLSA Status: Non Exempt
Salary Schedule: MN lane 07

SUMMARY

The Physical Security Specialist works to establish accountability for key control and building security at every level in the Washington County School District. The incumbent is responsible for developing and monitoring physical security, key control, and keyless entry management. Basic areas of responsibility include: administration and record keeping, accountability, reporting, program implementation, promoting District employee involvement, and validating Physical Security and Key Control management system compliance to the District's policy and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

With the assistance of the Maintenance Director, establishes a program to promote physical security and key control through positive feedback to all levels of the District and involve all personnel in taking ownership for the success of the program.

Manages overall District responsibility for physical security (PS) of physical properties.

Establishes and updates overall policy for the PS aspects of the program. Develops minimum PS, key control, and keyless entry standards, criteria, and procedures for protecting installations and physical properties. Oversees compliance of District facilities with Federal, State, and District guidelines.

Functions as the District focal point for PS and key control matters.

Provides assistance to Administrators in correcting deficiencies by advocating for resources and funding.

Coordinates with building Administrators to ensure response to an alarm or call for assistance.

Ensures facilities conduct risk analysis and vulnerability assessments. As a minimum, will conduct a risk analysis and vulnerability assessment annually or when the District assessed or postulated threat changes.

Ensures necessary measures are taken to safeguard district property at all times. Appoints, in writing, individuals from each facility as the PS manager to ensure that PS requirements pertaining to the accountability and security of physical property and keys are met or exceeded. Provides specific instructions in writing on individual responsibility for safeguarding school property and training. Maintains an updated notification roster that will list the names and telephone numbers of personnel to be notified in the event of an alarm system malfunction or breach of security from each facility.

Keeps records of district locks and keys on a computerized program.

Manages keyless control program and installation.

Ensures the risks posed by inside personnel, criminals, or terrorists are identified and that reasonable measures are in place to mitigate identified vulnerabilities, and those measures are reviewed and validated at the beginning of each school year. Ensures copies of risk analysis and vulnerability assessments are maintained on file until a new risk analysis and vulnerability assessment is completed.

Conducts prompt investigation of losses after the District establishes that criminal acts were not involved. Determines responsibility when negligence is concluded and takes proper corrective action to prevent further loss.

Ensures that the security measures taken provides enough security based on an assessment of the threat and vulnerability of the items concerned. Such security measures can include use of fences, lighting, lock and key control, security checks, and any other measures deemed suitable by the Administrator responsible for the security of the facility involved.

Coordinates with District Energy Education Specialist on shut and lock down times of facilities.

Interprets and understands work orders, plans, and specifications or instructions received from the supervisor.

Disassembles locks such as padlocks, safe locks, and door locks. Repairs and replaces worn tumblers, springs, and other parts.

Inserts new or repaired tumblers into lock to change combination.

Cuts new or duplicate keys and rekeys school locks as necessary.

Re-keys master and sub master keys with sidebar.

Installs and repairs door hardware, locks, and locking mechanisms.

Moves lock pick in cylinder to open door locks without keys.

Manages keyless entry devices.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Must have an independent work ethic, exercise good judgment, have the ability to maintain positive public relations, and be persuasive.

Must be computer literate, have a Physical Security background, be able to interpret technical data, and demonstrate an ability to communicate with technical and non-technical individuals.

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

Experience working in Physical Security with the necessary specialized locksmith tools, various applicable computer programs, and a variety of key cutting machines.

CERTIFICATES, LICENSES, REGISTRATIONS

Hold and maintain a valid Utah Driver's License.

A Locksmith Certification is preferred. Attendance at Physical Security courses is preferred.

PHYSICAL DEMANDS *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 the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK 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.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat throughout the workday. Workday may entail up to ten hours. The employee is frequently exposed to moving mechanical parts, darkness, cold, risk of electrical shock or burns from hot equipment, and mechanical vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Prepared By: Maintenance Coordinator II		Date: 8/15/2016
Approved By: Executive Director, Human Resources		Date: 11/01/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Maintenance Director II Date: 07/08/2020
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: Date:
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	