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TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Security Operator

Reports to: Supervisor of Electronic Security
Department: General Services
Number of Days: 12 Months
Compensation: Hourly Grade 8
Overtime Status: Non-Exempt
Date Job Revised: March 25, 2008

Position Summary: Monitor security and fire alarm systems at all District sites and function as dispatcher for the District after regular working hours.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalent.

Specialized Knowledge, Licenses, etc:

- Microsoft Word, Excel

Experience:

- Two or more years computer experience.

Specific Training/Skills:

- Must be self motivated and assume responsibilities without direct supervision.
- Must be able to multi-task.

Physical Requirements (If Applicable):

- Must be able to lift 25lb. and kneel, squat, stoop, and bend.

Other:

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Customer Contacts (Internal and External):

Internal: Principals, custodians, maintenance, and transportation workers.

External: Tulsa police officers, county sheriff and deputies, Tulsa Fire Department employees, Juvenile System personnel, contractors, and patrons.

Essential Job Functions:

- Monitor internal Security systems after regular working hours, nights, weekends and holidays at 96 District sites & 4 other locations (20%)
- Control after hours access and egress of personnel at the Education Service Center (10%)
- Monitor Fire Alarm systems at 96 District sites 24 hours a day 7 days a week (15%)
- Act as dispatch for TPS concerning any and all situations after hours (15%)
- Keep accurate hard-copy maps and graphics of Security and Fire Alarm systems at all District sites (10%)
- Write log of all calls, radio messages and incidents (20%)
- Access Energy Management (INET) computers as needed and support INET staff when they are actively controlling HVAC equipment (10%)
- Respond to remote security alarms at 102 District buildings and at other monitored sites.
- Work with Security/Fire Alarm Technicians, principals, custodians, the Tulsa Police and Fire Departments, as well as the Sheriff's Department to ensure the safety of all TPS sites.
- Coordinate with these groups to ensure that all buildings are locked down correctly, including windows closed and doors secured and chained.
- Monitor remote fire alarms and critical HVAC alarms in all District sites.
- Work in cooperation with Energy Management Technicians who monitor HVAC equipment and fire boilers in TPS buildings.
- Be able to operate the INET equipment, including computers, printers and modems.

- Keep detail security log, respond to eight telephone lines and two-way radio communications.
- After normal working hours become dispatcher for all District personnel, including Transportation, Maintenance and Plant Operations Departments.
- Act as security for the Education Service Center after hours and on weekends, monitoring access of all personnel.
- Keep accurate maps of security and fire alarm equipment at each site in the computer graphics and in the hard copy map book.
- Synchronize all computers with parallel up-to-date information on equipment and personnel.
- Print scheduled reports and other reports, as needed.
- Must possess strong interpersonal and communication skills and be able to assume responsibilities without direct supervision.
- Must be willing to do shift work, and work weekends and holidays, as needed.
- Other duties as assigned by supervisor.