

JOB DESCRIPTION

JOB TITLE: Lead Safety Officer / Facilities Support **DATE:** 2023-2024

FLSA STATUS: Exempt

DEPARTMENT: Facilities



REPORTS TO: Facilities Director, Assistant Headmaster for Business Services, Associate Head, Headmaster, Headmaster's Executive Administrative Assistant

JOB SUMMARY: The Academy lead safety officer is a twelve-month position. This role monitors campus premises and events to prevent or investigate crime, infractions of school policies, or other violations of security and good order. Following the direction of the Facilities Director, the lead safety officer provides oversight and guidance to the academic year safety officer. The person also serves as a positive role model and contact for students. When not engaged in the safety/security role, this position serves as a support position on the Facilities team.

This position is a twelve-month full-time position, schedule will be set by the Facilities Director to cover a broad range of hours within and outside the school day and school recess.

**POSITION ENTAILS SIGNIFICANT DUTIES
REQUIRING INDEPENDENT DECISION MAKING
INCLUDING:**

SAFETY OFFICER:

- Collaborate with the Facilities Director and Director of IT on all campus safety.
- Oversee, direct, and mentor the academic year safety staff.
- Primary safety officer for all summer programming.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, and promoting good community relations.
- Enforce campus policies and procedures as they relate to safety and security concerns in and around campus.
- Act as a first responder to all campus emergencies, medical, and criminal, that could be potentially hazardous and/or life threatening.
- Direct and assist visitors as necessary. Ensure only authorized persons are admitted to campus.
- Evaluate complaint and emergency-request information to determine response requirements.
- Monitor, investigate, and report suspicious persons and situations, safety hazards, and unusual or illegal activity on campus.
- Watch for trespassers, fire, water leaks, unsecured doors/windows or other situations that could lead to damage to property and/or equipment
- Assist with fire drills, building evacuations, lock-down procedures and associated training to other Academy staff
- Investigate crimes such as theft, trespassing, and vandalism. Drug investigations are conducted in collaboration with the Director of Health and Wellness, Dean of Students, Dean of Resident Students, and Assistant Head for Academics & Student Life.
- Complete investigation for administration and/or Resident Life.
- Provide coverage at major athletic events and school functions as assigned by Director of Facilities, such as dances, theater events, graduation and reunion weekend.
- Represent the Academy in matters related to the St. Johnsbury Police Department and the Vermont State Police and other community public service officials.
- Monitor parking lots, sidewalks for icy and/or dangerous conditions.
- The Director of Facilities will assign duties with the Resident Life program in coordination with the Dean of Students, Dean of Resident Life, and Assistant Head for Academics & Student Life.

FACILITIES SUPPORT:

- Other duties assigned by Director of Facilities to assist in the upkeep and maintenance of the St. Johnsbury Campus including buildings and grounds.

The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.

REQUIRED SKILLS AND ABILITIES:

- Knowledge of Academy policies and laws, legal codes, court procedures, precedents, and government regulations.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people and property on the Academy campus.
- Able to collaborate with area public safety officials.
- Understanding of human behavior and performance and individual differences in

ability, personality, culture, and interests.

- Exhibits a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, faculty & staff, administrators, parents, and the general community.
- Demonstrates good moral character, initiative, and solid integrity.

EDUCATION/EXPERIENCE:

Education: An associate degree or equivalent is preferred, plus two or more years of training, which may include on-the-job or more formal training with experienced officers.

Experience:

- Previous public safety or community policing experience within the last three years preferred.
- First Aid/CPR/AED Certification or willing to obtain certification.
- Completed formal Behavioral Threat Assessment training or willing to complete.
- Additional emergency management training preferred.

PHYSICAL REQUIREMENTS:

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; walk; use hands to handle or feel; reach and motion with hands and arms; step up and down curbs; blow a whistle; talk or hear and visually observe vehicle and pedestrian traffic activity. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Must exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone or walkie-talkies; physical agility to lift up to 25 pounds to shoulder height and 40 pounds to waist height; and to bend, stoop, climb stairs, walk and reach overhead.

CUSTODIAL ESSENTIAL PHYSICAL FUNCTIONS:

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Standing and walking for extended periods of time.
- Seasonal shoveling, racking, mowing and/or weed whacking.
- Clarity of vision at varying distances to perform custodial duties.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting, carrying, pushing, and pulling objects(s) weighing up to 80 pounds.
- Occasional bending, kneeling, and crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights, as necessary.

Lifting and moving requirements include the following examples.

- Furniture: chairs, couches, 8' tables, desks

- Salt bags (80 pounds)
- Bags and boxes of mail (70 pounds)
- Deliveries from freight companies
- Shoveling snow
- Other items as required with weights up to 80 pounds
- Some movements may be repetitive

WORKING 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.

Safety/Security duties are normally performed inside a school/classroom or Field House complex environment or outdoors in various weather-related conditions. Requires frequent foot travel covering all buildings and fields of the Academy campus

Crossing Guard duties are performed the employee is regularly exposed to moving mechanical parts, fumes, and/or airborne particles. Positions is required to work outdoors in various and sometimes extreme weather conditions. The noise level in the work environment is usually load.

Facilities Support duties are normally performed in the following environments:

- Indoor/outdoor environment subject to changing temperatures exceeding 90° or -25° Fahrenheit
- Regular exposure to fumes, dust, odors, and loud noises
- Exposure to cleaning agents and chemicals such as disinfectants, graffiti remover, floor stripper, floor wax, paint or paint thinner, propane.
- Direct contact with student body, faculty, and staff, and public.
- May have some work on ladders at varying heights.

Hazards:

- Working with chemicals, tools, and powered machinery.
- Possible contact with blood borne pathogens and/or bodily fluids.

Employees in these positions must wear appropriate PPE and Academy Facilities Team dress while working at St. Johnsbury Academy during the school schedule or representing the Academy at conferences. Employees in these positions are required to work the number of hours as indicated in the employment agreement.

BACKGROUND CHECK AND FINGERPRINTING:

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date