JOB DESCRIPTION

Job Title: Central Station Monitor (Building Security)

Qualifications:

1. High school diploma or GED
2. Ability to work with limited supervision
3. Ability to speak clearly

Reports To: This person is directly responsible to the Foreman of Building Security

Supervises: No supervisory responsibilities

Job Goal: The person in this position is responsible for monitoring all building security alarms and providing necessary follow up.

Performance Responsibilities:

1. Make reports of all alarms received by central station
2. Notify the proper law enforcement agency to respond to alarm
3. Notify the designated school official to open the building(s) for police
4. Record all complaints about alarm equipment
5. Give a list of the buildings to be serviced to the repairman
6. Maintain radio communication after regular hours with the school radio
7. Give information concerning the schools as required by law enforcement
8. Perform related work as required

Terms of Employment: Twelve months with salary in Group Security, Maintenance/Warehouse Salary Schedule.

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.