

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### TRANSPORTATION SECURITY OFFICER

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Experience in a law enforcement related field preferred.
- Valid Florida Drivers License and valid Florida Class D License.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Knowledge of applicable laws, rules, policies, and procedures.
- Skill in problem solving, human interaction, and conflict management.
- Effective skills in oral and written communication.
- Ability to work cooperatively with a variety of personnel and the public.

#### SUPERVISION

**REPORTS TO** Supervisor of Operations  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

***To maintain constant surveillance of Transportation Services building and grounds to prevent disruptions, protect property, and assure the safety of employees and visitors.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Make routine tours of compound to ensure compliance by employees and visitors with SCPS safety and security policies.
2. \* Exhibit good judgment and initiative in emergency situations, providing appropriate assistance, summoning additional assistance, and notifying the appropriate management and authorities of the nature of the emergency and current status.
3. \* Interact with and assist visitors and employees in a professional, courteous manner and escort visitors within the facility when appropriate.
4. \* Issue and maintain control of building keys and secure compound employee access cards.
5. \* Control access to the building when the receptionist is not on duty.
6. \* Control access to compound at all times.
7. \* Maintain a daily transportation log of all buses completing field trips.
8. \* Report all lighting concerns on compound and school buses.
9. \* Check all roof hatches on buses for securement.
10. \* Monitor the two-way radio for communications.
11. Perform other duties/tasks consistent with the goals and objectives of this position.

*\*Denotes essential job function/ADA*

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## EQUIPMENT / MATERIALS

County Vehicle, Telephone, Two-Way Radio

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITY

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 50 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 50 pounds of force.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Outdoors** The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.  
**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.  
**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.  
**Cold** The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.  
**Heat** The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.

## TERMS OF EMPLOYMENT

### PAY GRADE

**K3 \$30,340 - \$53,877**  
District Salary Schedule  
Months **12**  
Annual Days **258**  
Weekly Hours 40.0  
Annual Hours 2064

### POSITION CODES

PeopleSoft Position **TBA**  
Personnel Category **18**  
EEO-5 Line **52**  
Function **7800**  
Job Code **2009**  
Survey Code **79023**

### FLSA

Applicable  
 Not applicable

Previous Approval Date

### BOARD APPROVED

**November 13, 2001**  
**July 16, 2001**

ADA Information Provided by **Tyrenna Gouvia**  
Position Description Prepared by **Tyrenna Gouvia**