



# RIALTO UNIFIED SCHOOL DISTRICT

## SAFETY OPERATIONS SUPERVISOR

### Classified Management Job Description

#### DEFINITION

Under the direction of the Chief of Safety, assigned and delegated the responsibilities of overseeing daily Safety Department operations; will directly assist with overall staff development and supervision of Safety personnel as it relates to policy and procedures; staff trainings, scheduling, duty assignments, performance evaluations; and to carry out a variety of supervisory and technical duties relative to the assigned area of responsibility.

#### DISTINGUISHING CHARACTERISTICS:

The Safety Operations Supervisor is the second level of management within the Safety Department. The Safety Operations Supervisor is distinguished by their entrusted role and demonstrated ability to effectively lead others. As the primary designee of the Chief of Safety, the Supervisor may act on behalf of the Chief during his/her absence. This position involves the performance of a full range of duties as assigned including the performance of more technical and diverse assignments.

#### ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, directs, and supervises the activities of personnel assigned to field patrol, control dispatch services, specialized operations, and general campus safety assignments.
- Provides overall technical and daily operational direction to personnel on an assigned shift.
- Supervises and participates in all normal shift duties as assigned, including enforcement of school district policies, enforcement of local and State laws.
- Evaluate staff, operations and overall performance, and prepares various reports on operations and activities.
- Oversees and participates in training activities for department personnel.
- Conducts briefing sessions and provides updated pertinent information.
- Keeps abreast of new trends and innovations in campus safety.
- Reviews reports submitted by officers to verify completeness and conformance to prescribed standards.
- Engages with subordinate officers on shift and provide follow up on problems and complaints.
- Oversees, responds to, and takes reports at accident scenes and emergencies involving students and/or staff.
- Reviews all Safety personnel logs, reports and activities on assigned shifts.
- Supervises, plans, and coordinates traffic and crowd control for school activities and special events.
- Supervises and conducts criminal investigations including crimes against persons and property, narcotics, juvenile offenses, and testifies in court.
- Issues and supervises proper maintenance of equipment.
- Participates in evaluating staff performance; works with employees to correct deficiencies; implements discipline procedures.
- Responds to calls and requests for service and inquiries from the general public.
- Must be flexible to work odd hours (on-call).
- Performs other duties as assigned.

#### QUALIFICATIONS

**Knowledge of:** Campus law enforcement; Methods and procedures related to patrol, traffic control, investigations and identification techniques; Departmental and district rules and regulations; Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure; Pertinent school district education codes, local and state laws, local ordinances, particularly with reference to apprehension, search and seizure, evidence and records maintenance, court procedures and traffic control; Basic report preparation; Geography of Rialto Unified School District; Principles and practices of supervision, training and performance evaluation.

#### **Ability to:**

Interpret and apply laws, rules and school district policies as well as department policies and procedures; Supervise and direct assigned area of responsibility; Gather, assemble, analyze, evaluate and use facts and evidence; Analyze situations and adopt effective courses of action; Plan, coordinate and assign activities relative to areas of assigned responsibility; Supervise, train and evaluate assigned staff; Prepare clear and concise reports; Demonstrates effective observation skills; Communicate effectively, both orally and in writing; and Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION**

**Education and Experience:**

**Experience:** Five (5) years of successful experience performing safety, security and related services of law enforcement; an additional three (3) years of safety and security experience including a background serving in a leadership capacity overseeing adults and/or juveniles, all preferably in a school setting.

**Education:** High School diploma, GED or a higher degree required; Plus any combination equivalent to: College level course work in criminal justice or related field., supplemented by training or course work in behavior modification techniques, student supervision or closely related fields preferred.

**Certificate Requirement:** Must have satisfactorily completed the following at the time of submission of application:

- POST LEVEL III & II training courses,
- School Security Officer Training (SB 1626) or Campus Law Enforcement Course (P.C. 832.3 (g)/E.C.38001.5/72330.5)
- Certified in the use of ASP (expandable baton)
- Verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association, and must be kept current as a condition of continued employment.
- Valid Class 3 California Driver's License is required. Insurability by the District's liability insurance carrier will be required.
- Must provide a DMV (H6) ten year good driver history record upon interview.

**WORKING CONDITIONS:**

**Environment:**

Working in an office, student homes, classrooms and various community sites; Driving a vehicle to conduct work as required by position. Possession of a valid California Driver's License; must have available private transportation.

**PHYSICAL DEMANDS**

**Physical class:**

Moderate lifting - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

**Work area requirements:**

Ability to use common school hand tools, computer, telephone and photocopy machine; Ability to transverse any part of a 10-acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas; Spend up to 3 hours a week outside.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

- Occasionally/low - up to 3 hours
- Frequently/Medium - 3 to 6 hours
- Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Frequently
Bending:	Occasionally	Standing:	0-30 minutes to 1 hour
Lifting:	Occasionally	Kneeling:	Not required
Reaching:	Occasionally	Sitting:	0 or may sit 60 minutes a day
Handling:	Frequently	Crouching:	Occasionally
Grasping:	Frequently	Push/Pull:	Occasionally
*Driving: Must have ability to get to in-service meetings		Fingering:	Occasionally

**\*Verification of the possession of a valid California Driver's license, a DMV printout and insurability by the District's liability insurance carrier is required.**

**Frequent motion:**

Twisting:	Yes - Occasionally
Wrist flexion:	Yes - Occasionally
Elbow flexion/extension:	Yes - Frequently
Reaching to shoulder level:	Yes - Occasionally
Forward shoulder/neck flexion:	Yes - Occasionally
Reaching below shoulder level:	Yes - Frequently

**Sensory requirements:**

Ability to see:	Constantly	Ability to talk:	Constantly
Ability to hear:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

