

## Safety and Security Officers

Job Code	Job Title	Pay Grade
4130L1	Safety and Security Officer I	19
4131L1	Safety and Security Officer II	21
4134L1	Safety and Security Chief	23

### CONCEPT:

Performs safety, security and/or fire protection work safeguarding persons and property owned or leased by the State of Kansas by monitoring and authorizing the entrance and departure of employees and visitors, patrolling grounds and parking areas for violations, and escorting or transporting individuals to specified locations.

### TASKS:

- Patrols assigned areas maintaining buildings and grounds security, responds to emergency situations, assists in searches, and observes and reports special hazards.
- Responds to and assists with emergency and assistance calls, or other situations; notifies the appropriate emergency personnel as needed.
- Assists with building evacuations and crowd and traffic control.
- Takes action in response to suspicious persons and situations, safety hazards, and unusual or illegal activity in assigned area.
- Completes logs or reports pertinent to duties or daily activities.
- Conducts fire and tornado drills and safety and fire prevention programs.
- Provides training on fire prevention, the proper use of fire suppression equipment and building evacuation procedures and conducts inspections for fire, safety or security risks or hazards and recommends corrective measures.
- Inspects and maintains emergency and safety equipment and vehicles and reports malfunctions.

### LEVELS OF WORK:

- Class Group consists of three classes.

**Safety and Security Officer I:** Incumbents in this class provide security for state property and conduct routine inspections.

**Minimum Requirements:** High school diploma or equivalent. Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

**Safety and Security Officer II:** This is supervisory work directing the routine safety, security and fire protection work of subordinate officers. Incumbents in this class also conduct inspections and investigate safety, security and fire protection violations on state property.

**Minimum Requirements:** High school diploma or equivalent and six months experience in safety or security work. Education may be substituted for experience as determined relevant by the agency.

**Necessary Special Requirements:** Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class require that, at the time of appointment, the candidate possess a valid driver's license.

**Safety and Security Chief** - This is full supervisory work planning, coordinating, directing and evaluating the safety, security and fire prevention activities for the State of Kansas in order to ensure that there is appropriate level of coverage provided by all sections at all times. Duties involve developing and implementing emergency preparedness and evacuation plans, ensures standards and codes established by city, county, state, federal or regulatory entities are met, investigating violations, and assesses and responds to the need for training to ensure employees are kept

up-to-date on new laws, codes and/or procedures. Directs and coordinates parking operations for a large agency. Trains and supervises lower level officers in parking rules and regulations. Makes decisions regarding impoundment and towing of vehicles.

**Minimum Requirements:** High school diploma or equivalent and one year experience in safety, security or fire prevention work. Education may be substituted for experience as determined relevant by the agency.

**Necessary Special Requirements:** Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class require that, at the time of appointment, the candidate possess a valid driver's license. Some positions in this class require that, at time of appointment, some candidates must be certified as an Emergency Medical Technician or Mobile Intensive Care Technician.

REF: 12/13