



# Kansas State School for the Blind

1100 State Ave.  
Kansas City, KS 66102  
913-305-3015  
www.kssb.net

---

## \*\*\*\* JOB OPENING ANNOUNCEMENT \*\*\*\*

**POSITION TITLE:** Facility Security Officer

**SALARY:** Unclassified /Temp/ Full Time Position, starting pay \$17.00 per hour; depending on Education and Experience; Great benefits.

**SCHEDULE:** Monday thru Friday, (7am to 3pm), *(Days and hours may vary)*

**EMPLOYMENT DATE:** Open until filled

**JOB DESCRIPTION:** This position's primary role is to provide security whenever, wherever, and however necessary to ensure a safe and secure campus. The important secondary role is to service and maintain the buildings and grounds, and to provide support to help as needed. It is critical that the incumbent in this position promotes teamwork and collective support in meeting the needs of the organization.

Serve as primary on-site security person when fully engaged in duties and responsibilities of a security officer. Contributes to the safety and security of the campus by observing the campus environment for conditions that could result in injury or loss due to fire, theft, vandalism and other criminal acts. Duties will involve patrolling and securing buildings, conducting drills and use emergency mass notification systems, calling emergency responders, and working with others as a situation demands. Completes logs and reports on daily activities.

Performs routine security and preventive maintenance (minor repairs) by patrolling buildings and grounds, observing for security violations, fire or safety hazards. Monitors various Powerhouse/boiler room gauges and valves, kitchen equipment for temperature and makes minor adjustments as needed. Contacts person in charge regarding to any irregularities as soon as possible. Performs inspections for fire safety or security risks or hazards. Recommends corrective measures regarding unsafe conditions or unsecured areas. Monitors activity of building entry on computer key card system. Checks and secures doors when key card system indicates unsecured. Perform other related duties as assigned, picks up and delivers supplies when needed, may include lifting of 80 lb. bags, mail or other correspondence, carry cell phone, note pad, etc. for communication purposes. Perform other duties and/or work as needed.

**MINIMUM REQUIREMENTS:** High School Diploma or GED. Training in fire and safety preferred. Ability to follow agency rules and regulations regarding fire/safety equipment. At least 6 months' experience in safety and security work preferred. Ability to communicate effectively and appropriately.

**SPECIAL REQUIREMENTS:** Upon offer of employment, a background check will be conducted via the KS Bureau of Investigation & KS Dept. of Children and Family Services, Backgrounds Plus and the Dru Sjodin National Sexual Offender Registry. Also a Tuberculosis test & Health Certificate must be passed upon offer of employment (cost borne by employee).

**CONTACT:** Tom Burdolski, Human Resources Office, 913/305-3004, E-Mail: [tburdolski@kssdb.org](mailto:tburdolski@kssdb.org); Fax: 913/621-2310