



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: \$21.14 an hour; Excellent benefits.
LOCATION: Kansas City, Kansas
EMPLOYMENT DATE: Open Until Filled
SCHEDULE: 7:00 am - 3:00 pm; Monday - Friday (12 months); this position may require attendance at special events outside of normal working hours, including weekends

JOB DESCRIPTION: (Detailed Position Description provided upon request)

This position is located on the Kansas State School for the Blind (KSSB) campus and provides the security necessary to maintain a safe and secure campus. This position is also cross-trained in maintenance regarding buildings and groundskeeping and works in this function as required. Teamwork is an essential component of this position.

ESSENTIAL JOB FUNCTIONS:

- Serve as the primary on-site security person and be fully engaged in the duties and responsibilities of a security officer.
- Contribute 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.
- Patrol and secure buildings, conduct drills, use emergency mass notification systems, call emergency responders, and work collaboratively with all.
- Complete logs and reports on daily activities.
- Perform routine security and preventive maintenance (minor repairs) by patrolling buildings and grounds, observing for security violations, and fire or safety hazards.
- Monitor various gauges and valves campuswide, kitchen equipment for temperature, and make minor adjustments, as needed.
- Notifies appropriate staff, i.e. superintendent, leadership, School Resource Officer, etc. regarding any irregularities without delay.
- Perform inspections for fire safety or security risks or hazards.
- Recommend corrective measures regarding unsafe conditions or unsecured areas.
- Monitor the activity of building entry on the computer key card system and check and secure doors when the key card system indicates unsecured.
- Pick up and deliver supplies when needed, which may include lifting 80 lb. bags, mail or other correspondence, carrying a cell phone, notepad, etc. for communication purposes.
- All other duties as assigned.

Attend all required meetings; use appropriate communication skills.

MINIMUM REQUIREMENTS: High school diploma or G.E.D. Represent KSSB professionally and appropriately at all times. The ability to follow agency rules and regulations regarding fire equipment and safety equipment is required.

PREFERRED REQUIREMENTS: At least 6 months experience in safety and security work. Training in fire and safety is preferred.

SPECIAL REQUIREMENTS:

All offers of employment from Kansas State School for the Blind (KSSB) are contingent upon background check results and any applicable workplace references. Background checks are completed via the KS Bureau of Investigation, Backgrounds Plus consents, Kansas Department of Children and Family Services, and Dru Sjodin National Sexual Offender Registry. KSSB may contact previous employers for workplace references. Within 30 days of employment, a tuberculosis test (and any applicable treatment), as well as a health certificate must be completed by a medical provider at the cost of the employee.

APPLICATION: Open Until Filled. For consideration, request an official KSSB application or go to our website at <https://kssb.net/employment/> and apply for KSSB's review; copies of all college transcripts and licenses will be required.

CONTACT: **Human Resource Office**
 Voice: 913-305-3004
 Fax: 913-621-2310
 E-Mail: hr@kssdb.org

TOBACCO-FREE CAMPUS
KSD AND KSSB EMBRACE DIVERSITY
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