

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2256

OPEN COMPETITIVE EXAMINATION FOR: School Safety & Security Director

SALARY: \$85,000 ~ \$105,000 PER YEAR

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications: May be obtained by visiting our website at www.waterburycct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative Only)

Acts as a liaison between District and local emergency service organizations; Administers motor vehicle registration and parking/traffic control programs; Assists District in managing emergency and non-emergency incidents of workplace violence; Assists in investigative activities of local and State Police which deal with properties under City or District jurisdiction; Collaborates with local officials to address matters of mutual concern; Completes required reports; Consults and advises District administrators in area of security related issues including building design and renovation; Consults with and advises department officials and managers on safety and security matters; Coordinates departmental OSHA safety program and conducts safety complaint investigations to ensure compliance with any safety, health and sanitary codes and environmental regulations; Coordinates security measures with other administrative agencies and departments as well as community groups and local and State Police departments; Coordinates selection and supervises outside vendors in provision of security and safety services; Coordinates with internal/external emergency response protocols and/or agencies; Develops and administers the departmental budget; Develops and implements comprehensive public safety programs, policies, and procedures; Develops and maintain a positive working relationship with local police, fire, and other emergency response departments; Develops and maintains excellent working relationships with students, faculty, staff and external customers/constituents; Develops traffic and parking plans for all events held at District locations; Directs and may conduct security audits; Directs inspections of facilities and makes security related recommendations; Directs, supervises, and coordinates all fire safety equipment, drills, inspections, and systems requirements in conjunction with School Inspector and other state and local entities; Ensures compliance with local, state and federal crime reporting mandates; Establishes and conducts a training program for departmental personnel and security staff; Establishes and coordinates safety procedures in such areas as fire safety, building safety inspection and emergency procedures including medical, fire evacuation and bomb threats; Establishes and maintains Districtwide standards and procedures to ensure employees and the public are protected while on District owned and leased properties as well as to ensure security of District equipment and properties; Establishes procedures to ensure employees and the public are protected while on City and District properties as well as to ensure security of City and District equipment and properties; In cooperation with administrators, establishes and develops proper security policies, procedures, and guidelines to provide safety and security of life and property Districtwide;

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SUMMARY OF CLASSIFICATION: This class is accountable for planning, developing, coordinating and directing Districtwide safety and security services and programs at all District schools and buildings, owned and leased properties. The Director is responsible for: 1) the development, implementation, and management of Districtwide safety and security programs and services including but not limited to security, environmental health and safety, fire safety, emergency management, parking management and key control, 2) compliance with all applicable state and federal laws, rules, and regulations related to Districtwide safety, and 3) ensuring that day-to-day security, public safety functions, and new initiatives are aligned with the District's Strategic Plan.

EXAMPLES OF WORK: (Illustrative Only)

In coordination with Chief Operating Officer, provides incident command and coordinates emergency response for incidents such as fires, missing student, or other emergencies; Leads and manages the Safety and Security Office, a 24/7/365 operation; Leads emergency planning and incident management, and ensures that necessary policies and procedures are in place; Maintains oversight of the key control program for all schools and administrative buildings; Maintains regular contact with administrators, department heads, and student groups; Manages and documents all emergency incidents as well as safety drills including fire, lockdown, shelter, weather emergency and evacuation drills; Manages security systems, software and equipment to include access control, Security Camera systems and related technologies applicable to effective job performance; Oversees maintenance of records and logs of security incidents and completes required reports; Participates in development and implementation of Districtwide workplace safety and security training programs; Performs scheduled evaluations and regularly monitors performance of all staff members; Plans and manages office activities, directs staff and operations of office, monitors and reviews activities and evaluates staff; Plans, develops, coordinates and directs Districtwide safety and security services; Prepares or recommends safety and security procedure manuals; Prepares specifications and monitors installation and implementation of security systems and programs; Provides oversight and ownership of the District's background check policies and databases; Provides staff support to Districtwide Security Management Council; Represents the office at meetings and special events within District and at other institutions; Researches, develops and maintains Districtwide building security standards for District operated buildings; Serve as a member of the District's Emergency Team; Serve as a member of the facilities management team and supports the work of the department; Serves as liaison with other District, federal and local agencies on security issues; Sponsors and provides in-service training programs for staff and oversees continuing education requirements; Supervises all security personnel, including hiring, training, managing, and scheduling for daily operations and special events; Directly supervises a staff of security, technical and clerical personnel as assigned; Performs related work as required.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of criminal justice, law enforcement, and public school district protocols/procedures; Considerable knowledge of emergency management, the National Incident Management System (NIMS) and Incident Command System (ICS); Considerable knowledge of modern security and/or safety procedures and methods; Considerable knowledge of state and federal laws, statutes and regulations governing employee security and/or safety/emergency operations including any safety, health and sanitary codes and environmental regulations; Considerable knowledge of Uniform Crime Report definitions; Knowledge and experience in applying best practices for safety and security programs, preferably in educational setting; Knowledge in critical incident response and current technology and communication systems; Knowledge of building, health and fire safety codes and standard tests for fire rating; Excellent interpersonal skills, including the ability to establish respect, credibility and trust and maintain productive working relationships at all levels of the organization; Excellent interpersonal, problem solving, organizational, written and verbal communication skills; Highly skilled in effective crisis management; Considerable ability to develop, coordinate and direct a comprehensive security program on a Districtwide basis; Considerable ability to organize and present clear and concise oral and written reports; Considerable knowledge in planning and coordination of security and/or safety investigations; Ability to analyze, organize and lead a diverse workforce/work environment; Ability to communicate effectively with a variety of audiences and stakeholders (staff, students, parents, community members and partners); Ability to establish and maintain cooperative relationships with executives, associates, law enforcement personnel and the public; Ability to handle crisis situations; Ability to interact positively/build relationships with students, staff and parents; Ability to set priorities and work with frequent interruptions; Ability to train and provide employee and public security and/or safety information to assigned staff; Ability to understand of and appreciate current student issues; Ability to use discretion and good judgment in a variety of circumstances and to effectively, continuously and discretely work with confidential and potentially sensitive information; Ability to utilize computer software; Ability to work as part of a team; Ability to work collaboratively in an educational/school setting; Ability to work with local community and leadership; Supervisory ability; Ability to work with individuals from diverse backgrounds.

EDUCATION AND EXPERIENCE:

General Experience: Nine (9) years of experience in a security, public safety, emergency operations, law enforcement, corporate or industrial safety operation and planning.

Special Experience: Four (4) years of the General Experience must have been in a supervisory capacity in a security and safety/emergency operations unit of a large employer. The scope of special experience must have included both the security and safety/emergency operations of the employees, property, buildings and equipment.

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EDUCATION AND EXPERIENCE CONTINUED:

Substitutions Allowed:

1. College training in business administration, public administration, criminal justice, emergency operations or other closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a field closely related to safety and security may be substituted for one (1) additional year of the General Experience.

Special Requirements:

1. Incumbents are required to travel in the course of their daily work.
2. Incumbents in this class may be required by the appointing authority to possess Certified Protection Professional designation or the ability to acquire the designation within an established time frame.
3. Incumbents in this class may be required to be on twenty-four-hour call.

LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS

1. Incumbents in this class are required to possess and maintain a current Motor Vehicle Class D Operator's License and have a good driving record.

SPECIAL NOTE: Three (3) year contract provision by City Charter.

**COPIES OF APPLICABLE DOCUMENTS MUST BE SUBMITTED AT TIME OF
APPLICATION - COLLEGE DEGREE, TRANSCRIPTS, ETC.**

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/D/V
EEOP Utilization Report available upon request

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination is required. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment. Incumbents may be required to use protective equipment such as respirators and safety goggles. Incumbents in this class may be exposed to some risk of injury or physical harm from exposure to building sites, fire scene or structural failure environments and a moderate degree of discomfort from exposure to year-round weather conditions.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C			
Physical Demands					Depth Perception		X					
Standing		X			Color Distinction		X					
Walking		X			Peripheral Vision		X					
Sitting			X		Driving			X				
Lifting		X			Physical Strength:							
Carrying		X			Little Physical Effort (-10 lbs.)							
Pushing		X			Light Work (-20 lbs.)			X				
Pulling		X			Medium Work (20-50 lbs.)			X				
Climbing		X			Heavy Work (50-100 lbs.)		X					
Balancing		X			Very Heavy Work (100+ lbs.)		X					
Stooping		X			Environmental Conditions							
Kneeling		X			Cold (50 degrees F or less)		X					
Crouching		X			Heat (90 degrees F or more)		X					
Crawling		X			Temperature Changes		X					
Reaching		X			Wetness		X					
Handling		X			Humidity		X					
Grasping		X			Extreme Noise or Vibration			X				
Twisting		X			Exposure to Chemicals		X					
Feeling			X		Exposure to Gases and Fumes		X					
Talking			X		Exposure to Unpleasant Odors		X					
Hearing				X	Exposure to bodily fluids		X					
Repetitive Motion			X		Exposure to dampness		X					
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area		X					
Visual Acuity/Near			X		Mechanical Hazards			X				
Visual Acuity/Far			X		Physical danger or abuse		X					

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City and District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City and District when necessary.