



## GILA CROSSING COMMUNITY SCHOOL JOB ANNOUNCEMENT

**Date:** October 12, 2009      **Position Description:** Security Guard/Custodian  
**Department:** Facilities      **Location:** Elementary/Middle Campus  
**Reports to:** Facilities/Transportation Manager  
**Schedule:** Monday-Sunday      **Hours:** Late Evenings      **Salary:** \$10.51 -\$20.22 (Class-F Step 1-20)  
**Closing Date:** Open Continuous

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**Position Description:** Security Guard/Custodian

**Reports to:** Facilities/Transportation Manager

### **Qualifications:**

1. Must provide a current Arizona Finger Print Clearance Card.
2. Must have a valid Arizona Drivers license and provide an EZ MVR-Arizona 39 month record when operating a school vehicle.
3. Must have a CPR and First Aide Certification, or ability to obtain such certification prior to commencement of employment.
4. Must pass all drugs and background checks as required for employment at Gila Crossing Community School.
5. High School Diploma or equivalent (GED).
6. Knowledge of community and school.
7. Must have extensive knowledge and skills of custodial/facilities maintenance practices and tools.
8. Must possess extensive skills or knowledge related to security, building, and grounds safety procedures.
9. Must have knowledge of how to handle minor emergency situations as they relate to building security and maintenance and while operating a vehicle.
10. Must have ability to maintain effective relationships with people of varied economic, educational and cultural backgrounds.
11. Must possess ability to use common hand tools, small power tools, such as lawn mowers, vacuums, scrubbers, (small hand tools, hammers, saws, drills, etc.) safely and efficiently.
12. Must acknowledge and agree to maintain a drug and alcohol free workplace as condition of employment.
13. Ability to maintain effective working relationships with people of varied economic, educational and cultural backgrounds.
14. Must pass a regular physical, visual, and hearing examination. Must be alert, careful, and possess the ability to maintain emotional calm in periods of emergency.
15. Must adhere to a drug free work environment.

## **Duties and Responsibilities:**

- Patrols school complex, checks doors, windows, etc., to ensure that all are secure; maintains surveillance to detect and prevent fires, accidents, vandalism, trespass and hazards.
- Depending on the nature of the situation, takes immediate action to request assistance or report such incidences to Law Enforcement/Fire Departments/Emergency Rescue.
- Intercepts and questions all individuals in suspect situations to determine if they are authorized or unauthorized.
- Warns or removes unauthorized individuals from campus. Notifies the proper authorities when those individuals violate the rules of the school.
- Gathers information, descriptions, license numbers, etc., for use by authorities when necessary.
- Constantly monitoring individuals on campus concerning vandalism, illegal entry, presence or use of intoxicants, drugs or other contraband.
- Cleans office, corridors, storerooms, and other areas as needed. Scrubs, strips, waxes and polishes floors using scrubbers and buffers. Washes walls and windows using ladders, moves heavy furniture, supplies and equipment. Uses heavy industrial cleaning equipment and performs preventative maintenance as required. Empties waste baskets, dusts, waxes, polishes furniture and vacuums carpets, keeps restrooms clean, orderly and sanitary condition, disinfects, deodorizes lavatories, urinals and toilet bowls, performs minor maintenance and repairs fixtures and equipment.
- Performing building and grounds maintenance by watering, cutting or pulling weeds, mowing and trimming lawns, keeps sidewalks, entryway and driveways free of dirt and litter.
- When possible, lawfully confiscates contraband and submits to proper authorities.
- Carries out these and similar security related activities to protect student lives and school property.
- Other duties as assigned.

## **Physical Requirements:**

Position involves extensive walking.

## **Work Environment:**

Indoor and outdoor and will be on duty despite weather conditions.

## **Terms of Employment:**

This is a contract position. Will work 8 hours a day, 12 months.

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Human Resource Office located at the middle campus on 4665 W. Pecos Laveen, Arizona 85339  
For further questions please contact Elizabeth Flores HR Coordinator at 520.550.2515 ext 375

