DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Building Monitor

DEPARTMENT: CCPS – Cabool/Licking

DATE: September 21, 2012

SCHEDULE: Regular, Part-time, 12 mo., M-R, 7:00-10:30pm

REPORTING SUPERVISOR: Coordinator - Cabool

FLSA: Non-exempt

IPEDS: S/M

JOB FUNCTION:
Monitors security of physical property and secures premises at the end of the evening. Provides security and assistance to students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 70%</td>
<td>Ongoing</td>
<td>Ensures safety and security of classroom facilities and building. Patrols building throughout the evening to ensure safety and security, and secures building at the end of the night. Participates in trainings related to various emergency events as provided by University Security office.</td>
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<tr>
<td>2. 10%</td>
<td>Ongoing</td>
<td>Provides assistance to staff and instructors as needed.</td>
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<tr>
<td>3. 10%</td>
<td>Ongoing</td>
<td>Provides assistance to students as needed to include: directions, or general assistance.</td>
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<tr>
<td>4. 5%</td>
<td>Ongoing</td>
<td>Informs Director of any problems related to classrooms or building.</td>
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<tr>
<td>5. 5%</td>
<td>Ongoing</td>
<td>Provides other assistance as needed</td>
</tr>
</tbody>
</table>

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to visually inspect the building and premises.
2. Ability to use a cellular phone or office phone in the event of emergency.
3. Attention to detail in order to notice irregularities.
4. Ability to function under pressure in order to respond to and direct emergency situations.
5. Ability to read and write at a level normally obtained in high school in order to record data.
6. Interpersonal communication skills are necessary in order to relate to campus community, visitors, and emergency personnel.
7. Ability to use a flashlight for night observation.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to hear. The employee is occasionally required to stand; walk, use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to visually inspect campus classroom facilities and building.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.
SUPERVISORY RESPONSIBILITIES:
This job has no supervisory responsibilities.

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APPROVED BY HR 9-21-12