



JOB DESCRIPTION

Security Officer

REPORTS TO: Security Coordinator / Director of Business Services

EDUCATION & EXPERIENCE: High School Diploma/GED Equivalent

Prefer previous security/corrections/military experience and/or successful completion of approved security training program.

SKILLS:

- Must be comfortable with computers; experience with surveillance systems preferred but not required.
- Outgoing personality; enjoys interacting with people.
- Excellent verbal and written communication skills.
- Familiar with placing calls on hold and transferring calls.
- Critical thinking and sound judgment.
- Visual acuity and hearing ability to observe and otherwise obtain information from all relevant sources.
- Ability to perform general physical activities that require considerable use of arms, legs, and/or moving the entire body, such as climbing, lifting, balancing, walking, stooping, sitting, standing for long periods of time, and handling of materials.

PRIMARY DUTIES:

- Provide a physical security presence.
- Monitoring and manipulation of Employee Access Control System.
- Monitor security cameras at multiple locations.
- Conduct regular rounds of buildings and/or surrounding premises to deter and detect signs of intrusion and ensure security of doors, windows, and gates.
- Perform checks on windows, doors, gates, stairwells, fire exits, mechanical rooms and other areas as assigned or that trespassers may use to gain illegal access and ensure that they are properly secure.
- Inspect equipment if required to ascertain that tampering has not occurred and/or is in working order.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences including standing water or fire hazards, failure indicators on mechanical or electrical equipment, and temperature controls.
- Respond to alarms and investigate disturbances.
- Contact police, paramedics, or fire departments in cases of emergency.
- Inform persons of rule infractions or violations such as loitering, smoking, carrying forbidden articles.
- Assist in evacuation of buildings in case of emergency.

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor/outdoor setting
- Continuous use of computer
- Continuous standing and walking
- Frequent use of telephone
- Frequent data entry
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 40 lbs.
- Occasionally pushing/pulling patients in wheelchairs weighing up to 200 lbs.
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications