

Uintah County

Job Description



Title:	Security Guard	Code:	912.2
Division:	Operations	Effective Date:	3/07
Department:	Uintah Conference Center	Last Revised:	8/15
FLSA Cat:	Non-Exempt	Pay Grade:	11

GENERAL PURPOSE

Performs a variety of **working level security and surveillance duties** as needed to ensure orderly use of Uintah Conference Center facilities, prevent vandalism and ensure general safety of park patrons and visitors.

SUPERVISION RECEIVED

Works under the supervision of the Assistant General Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs watchman and security work securing building and grounds, patrolling and inspecting property against fire, theft, vandalism, and illegal activity; ensures buildings are safe and secure; inspects windows and doors for damage and proper locking function; ensures heat sources are properly protected or turned off; identifies and mitigates potential trip hazards, low hanging objects, etc.; reports issues to supervisor; performs post-event inspections and lockdown functions.

Monitors park patrons' activities and protects the County's investment, enforces laws on the property, and deters criminal activity or other problems; enforces legal activities on premises and reports illegal activities to the proper authorities.

Verifies credentials of people and vehicles entering and leaving the premises.

Utilizes radio and telephone communications to report disturbances to law enforcement authorities, etc.; removes individuals that perform disorderly conduct.

May compile observation and activity reports; may also interview witnesses or victims, prepare case reports, and testify in court.

Operates general use facility systems such as lighting, HVAC, sprinklers, speaking, and plumbing.

Performs general custodial duties, i.e., vacuuming, dusting, mopping, etc.; moving desks, tables, chairs, etc. and generally assists in making venue preparations.

May supervise trustee/inmate works as assigned by the courts in performing community service projects.

May assist with customer service by renting stalls to event participants, collecting fees and assigning facilities.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or GED;

AND

B. One (1) year of general work experience sufficient to demonstrate an ability or aptitude to perform above and related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of general facilities security methods, processes and procedures; various locking mechanisms for security management; basic operations of facility climate control instruments related to HVAC.

Skill in the operation of communications equipment, hand-held radios, telephone etc.; operation of various types of motorized equipment, i.e., ATV, pick-up, etc.

Ability to read and interpret operating policies and procedures; interact effectively with the general public; assess effectively and accurately activities that poses a threat to facility security and general public safety; communicate effectively, verbally and in writing; establish effective working relationships with co-workers, supervisors, public safety personnel and the general public.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in both indoor and outdoor settings and is occasionally subject to changes in weather extremes. Tasks require variety of physical activities that can involve moderate muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)