100-100U

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/DAS106495
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005726

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Security Officer 1	20005741 Administrative Assistant 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type	Bargaining Unit 03 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
Hours/shifts location may vary – on call 24 hrs/day, 7 days/week

JOB CODE TITLE Security Officer 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Patrols building & grounds to assure safety & security by walking in & around buildings & utilizing state vehicles to travel from one location to another as shift/assignment requires: checks & secures buildings using hand-held, electronic Guard Tour Pipe* (PIPE); locks & unlocks doors; reports safety hazards & other unusual conditions; investigates & documents safety & security violations; maintains daily log of all activity & alarms that occur during the shift; checks personnel/visitors entering & leaving premises on detection equipment &/or by log &/or by checking identification; conducts searches of packages &/or persons; utilizes x-ray machine & pass-through metal detector; uses professional & courteous customer services techniques in all personal & telephone contacts with public; assists in maintenance of peace & order in/around assigned area; completes necessary reports; uses personal computer & associated hardware/software (e.g., uses Outlook for e-mail, studies computer-based training programs, writes shift & incident reports);. may use Closed Circuit TV* (CCTV) & electronic intrusion devices to monitor buildings as required by shift & assignment; performs related security & safety functions (e.g., administers First Aid*, CPR*, &/or uses Automated External Defibrillator* (AED) in response to medical emergencies; maintains current knowledge of location & operation of life safety equipment in buildings (e.g., fire alarms, PA system, gas & water shutoff valves); in emergencies, activates fire alarms, shuts off gas & water, uses PA system to alert tenants, assists with evacuations; & performs any other duties required to ensure building occupants' safety.	Knowledge of (1) safety practices & procedures; (2) First Aid* & CPR* (3) public relations; (4) courteous telephone etiquette & customer service. Skill in (5) use of all equipment required by shift & assignment (e.g., 2-way radio equipment, PIPE, CCTV, AED, building's life safety equipment, personal computer).* Ability to (6) recognize unusual or threatening conditions & take appropriate action; (7) deal with problems in familiar & unfamiliar situations; (8) recognize safety warnings; (9) prepare meaningful, concise & accurate reports; (10) demonstrate physical fitness to walk, stand for long periods, bend, use hands, move fingers; (11) obtain & maintain valid driver's license as required by shift/assignment; (12) work in isolation; (13) work overtime, weekends & evenings; (14) carry out detailed instructions.
15	Participates & successfully completes all training (e.g., security related & other) assigned by supervisor: required to complete Entry Level Protection Officer Program (ELPO) before end of probation.	Ability to 6, 8, 11, 12, 13
5	Participates & successfully completes all training (e.g., security related & other) assigned by supervisor.	Knowledge of 1 Ability to 9, 11, 12, 13
	This position has been designated as essential.	*developed after employment

JOB CODE 46111

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Randall Howard	3.25.11

Gpd 3.18.11