100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106345

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities/Security Services	Franklin

POSITION NUMBER 20005742

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Security Officer 2	20005724 Security Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit C03 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
Report in location subject to change On call 24 hrs./day, 7 days/week

JOB CODE TITLE Security Officer 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Acts as lead worker over lower-level security officers for assigned shift patrols buildings & 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 shift; checks personnel/visitors entering & leaving premises on detection equipment &/or by log &/or by checking identification; conducts searches of packages &/or persons; uses professional & courteous customer service 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, including x-ray machines & metal detection devices.	Knowledge of (1) safety practices & procedures; (2) First Aid* & CPR*; (3) public relations; (4) lead work; (5) courteous telephone etiquette & customer service. Skill in use of (6) all equipment required by shift & assignment (e.g., 2-way radio equipment, PIPE, CCTV, AED, building's life safety equipment, personal computer).* Ability to (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) secure & 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) recognize unusual or threatening conditions & take appropriate action.
25	Assists in investigation of incidents, complaints, injuries & accidents: gathers facts & obtains statements; prepares & reviews incident reports for corrections following five-step procedure for all follow-up reports to Building Manager & Security Supervisor.	Knowledge of 1 Skill in 6 Ability to 7, 8, 9, 11, 12, 13
25	Performs various record-keeping duties: prepares justification reports for overtime; inventories security equipment; prepares correspondence regarding security activities; prepares work assignment logs; maintains files & assists with training & development.	Knowledge of (16) office practices & procedures; (17) filing systems. Skill in 6 Ability to 7, 8, 9, 11, 12, 13, (18) maintain accurate records.
	This position has been designated as weather & disaster essential.	*developed after employment

JOB CODE 46112

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	2/25/09

apd 2-26-09 cl