

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
DAS Security Services

COUNTY OF EMPLOYMENT
Franklin

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Security Officer 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
 If FLSA Exempt, exemption type

Bargaining Unit 03
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
 Hours/shifts location may vary – on call 24 hrs/day, 7 days/week
 (Report in location and work hours subject to change)

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.
20	Performs variety of miscellaneous tasks as assigned: moves snow & ice; keeps work area clean (e.g. empties trash, cleans out vehicle); participates in, attends & successfully completes all assigned training (e.g., security related & other); completes Entry Level Protection Officer Program (ELPO) before end of probation, if relevant.	Knowledge of 1 Skill in 5 Ability to 6, 8, 10, 11, 12, 13 *developed after employment

POSITION NUMBER
20075089

JOB CODE TITLE
Security Officer 1

JOB CODE
46111

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

12/22/15

Appl 12.23.15 (cc)