

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075089	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>									
			Agency Organizational Tree									
	USUAL WORKING TITLE OF POSITION Security Officer 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization									
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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 (Report in location and work hours subject to change)												
JOB DESCRIPTION AND WORKER CHARACTERISTICS												
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">80</td> <td> <p>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.</p> </td> <td> <p>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).*</p> <p>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.</p> </td> </tr> <tr> <td style="text-align: center;">20</td> <td> <p>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.</p> </td> <td> <p>Knowledge of 1 Skill in 5 Ability to 6, 8, 10, 11, 12, 13</p> </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	80	<p>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.</p>	<p>Knowledge of (1) safety practices & procedures; (2) First Aid* & CPR* (3) public relations; (4) courteous telephone etiquette & customer service. 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List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE									
			6/25/15									
JOB CODE 46111	JOB CODE TITLE Security Officer 1											

Apd 6.25.15 (cc)