

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
DAS Security Services

POSITION NUMBER
20005753 (17282.0)

JOB CODE TITLE
Security Officer 1

JOB CODE
46111

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Security Officer 1
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005724 (17274.0) Security Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
Hours/shifts may vary – on call 24 hrs/day, 7 days/week Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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 require: may use Closed circuit TV* (CCTV) & electronic intrusion devices to monitor buildings as required by shift & assignment; checks & secures buildings using a hand-held, electronic Guard Tour Pipe* (PIPE); locks & unlocks doors; reports safety hazards & other unusual conditions; investigates & documents safety & security violations; maintains a 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. Uses a personal computer & associated hardware/software to complete necessary reports: uses Outlook for e-mail, studies computer-based training programs, writes shift & incident reports. Performs related security & safety functions: 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; (14) courteous telephone etiquette & customer service. Skill in use of (4) all equipment required by shift & assignment (e.g., 2-way radio equipment, PIPE, CCTV, AED, building's life safety equipment, personal computer).* Ability to (5) recognize unusual or threatening conditions & take appropriate action; (6) deal with problems in familiar & unfamiliar situations; (7) recognize safety warnings; (8) prepare meaningful, concise & accurate reports; (9) demonstrate physical fitness to walk, stand for long periods, bend, use hands, move fingers; (10) secure & maintain a valid Ohio driver's license as required by shift/assignment; (11) work in isolation; (12) work overtime, weekends & evenings; (13) carry out detailed instructions.</p>
15	<p>Participates & successfully completes all training: (i.e., security related & other) assigned by supervisor; required to complete Entry Level Protection Officer Program (ELPO) before end of probation.</p>	<p>Ability to 6, 8, 11, 12, 13</p>
5	<p>Performs variety of miscellaneous tasks as assigned (e.g. removes snow & ice; empties trash, cleans out vehicles, keeps work area clean).</p>	<p>Knowledge of 1 Ability to 9, 11, 12, 13 *developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

1/31/08

apd 2-24-08 ccl