



Security Officer

Reports to: Director of Operations
Department: Operations
Program (if applicable): N/A
Job Status: Non-Union

Classification: Non-Exempt
UDS Code: 31 Facility Staff
Date Revised: 6/25/2024
Revised by: Director of Operations

MAJOR FUNCTION

Under the direction of the Director of Operations, provides assistance and protection to persons and property in and about Henry J. Austin Health Center's building, grounds and parking areas; maintains orderly conditions and takes measures required to assure observance of the law; responsible for related duties including, but not limited to,

ESSENTIAL FUNCTIONS

- Makes scheduled walking tours of facility and grounds to ensure security, and watches for conditions that could result in injury or loss due to fire, water leakage, spills or sewerage backup.
- Reports to supervisor or police authorities any unusual or suspicious condition detected.
- Guards employee entrance during arrival and departure of employees at main shift changes.
- Opens or locks doors, windows and gates at proper times based on operating schedule.
- Reports to supervisor any incidents of visitor, driver or employee actions which could result in injury or loss to company or employees.
- Greets all patients/clients/customers via telephone or directly in a personal and professional manner.

ADDITIONAL RESPONSIBILITIES:

- Makes a positive contribution to the morale and joy of the workplace.
- Participates in fire training as part of facility fire brigade.
- Participates in safety training as required.
- Performs other duties and assumes other responsibilities as apparent and/or as assigned by Director of Operations. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

REQUIREMENTS:

EDUCATION & EXPERIENCE:

- Graduation from high school or vocational school or possession of an approved high school equivalent certificate is required.
- Police department training or security guard experience preferred.

LICENSURE AND/OR CERTIFICATIONS:

- Must hold a currently valid and unrestricted driver's license.
- Successfully completed American Red Cross first-aid and CPR course, or equivalent.
- Possession of the SORA license

KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's)

- Courteous manner in dealing with public.

PHYSICAL & WORK REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and use hands to handle, finger or feel objects, tools or controls. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Work requires considerable walking to complete tours. Ability to tolerate high noise conditions and exposure to weather conditions on outside tours.

Henry J. Austin Health Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, creed, color, national origin, ancestry, marital status, civil union, domestic partnership, affectional or sexual orientation, genetic information, sex, gender identity, disability or veteran status.