

Class Concept

This is protective, security and public contact work in the operation of a State facility. Work in this class involves the responsibility for monitoring assigned areas for possible violation of laws and regulations; and patrolling property to guard property against fire, damage and theft. Work in this class involves providing physical security through patrols of the interior and exterior of facilities, observing the activities of persons, using electronic security/surveillance systems, and reporting unusual, suspect, or hazardous activities/situations. Duties would include ensuring the safety of the public, staff, students and others by enforcing rules of conduct; monitoring access to areas; controlling traffic of people and vehicles to prevent overcrowding, traffic or parking congestion and other hazardous incidents; providing general information to the public regarding exhibits, programs, special activities and/or directions; checking location and use of emergency alarms and equipment, executing the procedures to follow in the event of an emergency; and maintaining daily records and reports. Employees perform related duties as required. Employees operate within specified rules and regulations and receive their work assignments from a higher-level supervisor.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of the standard safety, surveillance and security practices and equipment.
- Basic knowledge of the policies, rules, regulations applicable to the property guarded, sufficient to recognize and report situations that may violate the policies, rules and regulations.
- Basic knowledge of the operations of the organization and familiarity with the infrastructure of the assigned area (e.g. roads, buildings, location of exits).
- Basic knowledge of standard methods of reporting and handling emergencies such as disturbances, fires, medical and security threats.
- Basic knowledge of the items/property to be guarded.
- Ability to use security equipment (e.g. radios, switchboards/phones, flashlights, fire extinguishers, surveillance cameras, alarm panels, card access, or other electronic security systems).
- Ability to patrol, monitor, and guard assigned area.
- Ability to respond quickly and properly in emergency situations.
- Ability to interact with co-workers, supervisors, and general public to provide assistance and relay information.
- Ability to follow oral and written instructions.

Minimum Education and Experience

High school or General Educational Development (GED) diploma; or an equivalent combination of education and experience.

May require the ability to complete emergency medical technician (EMT) training and meet re-certification standards as required.