

## SECURITY GUARD

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for safeguarding property against fire, theft, vandalism and improper entry. The work is unusual in that duties are frequently performed during the late hours of night and early hours of morning. Duties are carried out in accordance with established procedures and applicable special instructions under the general direction of a higher level employee. A Security Guard does related work as required.

### TYPICAL WORK ACTIVITIES:

- Patrols buildings and grounds;
- Examines doors, windows and entrances to determine they are secure;
- Prevents admittance of unauthorized persons;
- Warns violators of rule infractions, such as loitering, smoking or carrying forbidden articles;
- May apprehend or expel rule violators;
- Investigates any disturbances or unusual conditions;
- May perform cleaning duties and set thermostatic controls to maintain specified building temperatures;
- May sound alarm or call police or fire department in case of fire or entry of unauthorized persons;
- May regulate vehicle or pedestrian traffic on grounds in order to maintain orderly flow;
- May be deputized to arrest trespassers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to size up situations and people and decide upon appropriate courses of action; ability to be courteous yet firm with the public; good powers of observation; willingness to work nights or other unusual shifts; integrity and reliability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: None.