



**SECURITY GUARD**  
OFFICE OF FACILITIES & RISK MANAGEMENT

CARES ACT RELIEF FUND  
Salary/Hourly Range: 18  
FLSA Status: NON-EXEMPT

**INTRODUCTION**

This position is responsible for patrolling and protecting assigned property, monitoring security check points, promoting and enforcing safety and security, and act as a visible deterrent against irregular activity. The incumbent may be exposed to some occupational hazards such as COVID-19 virus, and will be required to follow all safety guidelines, and use of proper protective clothing/gear. The incumbent is under general supervision and line authority of the Director, Facilities & Risk Management.

**KEY DUTIES AND RESPONSIBILITIES**

(Following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Provide a visible presence that enforces safety and security.
- 2) Patrol designated property to monitor and prevent intrusion, damage, hazards and breaches of security.
- 3) Monitor and control entrance and departure of visitors according to prescribe protocol.
- 4) Protect property, general public, and community from theft, damage, trespassing or accidents.
- 5) Implement the prescribed emergency plan in case of emergency.
- 6) Respond to requests for assistance/help.
- 7) Conduct exterior property checks for maintenance issues, malfunctions or hazards.
- 8) Monitor and prevent movement of prohibited items into and out of property.
- 9) Enforce relevant laws and regulations pertaining to all individuals on the property.
- 10) Report rule infractions and violations.
- 11) Contact relevant authorities to address with the unlawful or irregular activities.
- 12) Use radio or other communication devices in a clear and concise manner.
- 13) Prepare written reports of daily activities, observations and incidents.
- 14) Performs other duties as assigned to achieve Tribal/Program goals and objectives.

**MINIMUM QUALIFICATIONS**

Education: High school diploma or GED certificate; AND

Experience: One (1) year work experience as a Security Officer or closely related field.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of security operations and safety practices
- Detail-oriented and keen observation skills
- Good written and verbal communication skills
- Judgment and decision making skills
- Maintain a professional appearance and attitude
- Reliability and dependability
- Able to react appropriately in an emergency and high stress situations

- Able to anticipate, identify and solve problems
- Flexible to work different schedules
- Knowledge of First-Aid, Infant/Adult CPR (Cardiopulmonary Resuscitation) and AED (Automated External Defibrillator)

**NECESSARY SPECIAL REQUIREMENTS**

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must complete an annual physical examination.
- 6) Must not have any felony convictions.
- 7) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.