



SECURITY GUARD

Office of Facilities & Risk Management

Reports To: Director

Salary/Hourly Range: 20

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 01/22/2020

INTRODUCTION

This position is responsible for the overall day and night security and protection of employees and customers, tribally owned buildings, property, equipment and vehicles in support of the Office of Facilities & Risk Management Services. The incumbent performs duties of routine difficulty and complexity requiring knowledge and skill in human/public relations and report writing and applicable laws, regulations, policies & procedures.

The incumbent is under general supervision and line authority of the Director. The supervisor makes assignments by defining objectives, priorities and deadlines, assisting the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles issues in accordance with instructions, policies, previous training or accepted practices in the occupation. Performance is evaluated for technical soundness, appropriateness and conformity to policy and requirements.

KEY DUTIES AND RESPONSIBILITIES

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

1. Conducts security and watchman duties by periodically checking offices, patrolling, observing and maintaining watch over tribally owned property; equipment, vehicles and illumination equipment; inspects, examines and checks locks, doors, windows, fences, gates to ensure that they are secure; guards against theft, vandalism, fire, illegal entry or use of equipment and facilities and provides written reports of any deficiencies to the supervisor.
2. Detects and responds to illegal and questionable activities maintaining records of actions, admits authorized employees and visitors into the facilities.
3. Provides work orders to OFRMS for building deficiencies, familiarizes self of tribal buildings, facilities, gas, water, electrical shut off valves, in case of emergencies, maintaining records of actions.
4. Conducts preliminary investigation of theft, illegal entry and other acts of crime; secures crime scenes, obtains witnesses, takes photographs & sketch drawings and writes incident reports.
5. Serves as initial point of contact with the law enforcement agencies and takes a lead role in evacuating tribal staff and visitors out of tribal facilities toward designated safe areas in cases of alarm and emergencies.
6. Operates telecommunications equipment correctly and in accordance with established procedures established by Hopi Law Enforcement Services, to report emergencies, vandalism, irregular or unauthorized activities and serious violations and threats to the security of assigned area
7. Performs routine inspection and maintenance of equipment issued by the Tribe and requests for necessary services, i.e., minor and major repairs, etc. Keeps Security Unit clean of trash and odors.
8. Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, programs/offices, related agencies and the general public. The purpose of these contacts is to exchange factual information, provide assistance, protection and promotes positive public relations.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The nature of this position represents a potential hazard to one's health and safety. Travel by foot and automobile coupled with climbing, hiking and running depending upon the situation. The incumbent may be called upon to assist and support employees, general public and law enforcement agencies, be required to lift heavy objects weighing in excess of 25 lbs. Exposure to varying weather conditions requires the incumbent to wear protective clothing and gear. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED certificate;

AND

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

OR

Equivalent combination of Education, Training, and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of First-Aid, Infant/Adult CPR (Cardiopulmonary Resuscitation) and AED (Automated External Defibrillator)
- Knowledge of portable firefighting equipment and techniques of suppressing/extinguishing small office fires
- Knowledge of security tools and equipment
- Knowledge of two way radio communications and police codes
- Knowledge of basic office machines/equipment, computers, and applicable software Knowledge of Hopi culture and traditions

- Good written and verbal communication skills to prepare correspondence, reports and conduct public presentations
- Skill in weaponless self-defense
- Good human and public relations skills
- Skill in operating basic office equipment/machines, computers and applicable software
- Skill in analyzing situations and making quick and reasonable decisions

- Ability to speak and write effectively
- Ability to follow verbal and written instructions
- Ability in using portable firefighting equipment and techniques in suppressing/extinguishing small office fires
- Ability to analyze problems quickly and take appropriate action
- Ability to handle sensitive and hostile public contacts
- Ability to establish and maintain positive professional working relationships with employees and the general public

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 criminal misdemeanors at the local, state, or federal level within five (5) years of application.