



SECURITY GUARD

Reports To: Community Service Administrator,
Village Manager, or
Village Board Chairperson

Salary/Hourly Range: 30
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is responsible to patrol and protect assigned property, monitor security check points, promote and enforce safety and security, and act as a visible deterrent against irregular activity.

ESSENTIAL DUTIES

(The 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 prescribed 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) Identify and investigate suspicious behavior, threats and irregular activity.
- 7) Respond to requests for assistance/help.
- 8) Conduct exterior property checks for maintenance issues, malfunctions or hazards.
- 9) Detect and confront unauthorized persons and violators of security procedures.
- 10) Monitor and prevent movement of prohibited items into and out of property.
- 11) Enforce relevant laws and regulations pertaining to all individuals on the property.
- 12) Report rule infractions and violations.
- 13) Contact relevant authorities to address with the unlawful or irregular activities.
- 14) Use radio or other communication devices in a clear and concise manner.
- 15) Prepare written reports of daily activities, observations, and incidents.

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 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. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 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.