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|  | **Hubert H. Humphrey Job Corps Center****Company Profile:** We support the Job Corps program's mission of teaching eligible young people the skills they need to become employable and independent and placing them in meaningful jobs or further their education.  |
| **Position Title:** | Security Officer (FT/PT) | **Reports To:** | Security Manager |
| **Department:** | Security | **FLSA Classification:** | Non Exempt |
| **Job Grade:** | 5 | **EEO-1 Classification:** | 09 – Service Workers |
| **Last Revision Date:** | 03/01/2021 |  |  |
| **SUMMARY OF POSITION FUNCTION:**  |
| Responsible for the safety and security of the students, staff and facilities. |
| **MAJOR DUTIES AND RESPONSIBILITIES:** |
| * Patrols assigned areas and remain alert for disturbances, safety hazards, traffic violators, suspicious acts and/or persons, and other unusual conditions.
* Enforces all authorized laws, rules and regulations.
* Performs building security and safety checks.
* Assists staff in quelling disturbances.
* Receives complaints and makes appropriate preliminary investigations.
* Ensures the physical security of buildings and property.
* Performs parking and traffic control duties.
* Enforces center pass policy.
* Provides escort service as directed.
* Ensures compliance and reporting of fleet management
* Prepares and implements the scheduling for security officers and drivers
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| **Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.**  |
| **SKILLS/COMPETENCIES:** |
| * Excellent communication skills; both written and verbal
* Knowledge of law enforcement procedures
* Basic knowledge of riot, crowd control procedures and proven ability to appropriately intervene in physical altercations
* Excellent interpersonal, mediation, and problem solving skills
* Ability to work with large groups of students, including students with special needs
* Proficient in the use of computer software such as MSWord, Excel and Outlook, etc.
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| **EDUCATION REQUIREMENTS:** |
| * High School Diploma or GED.
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| **EXPERIENCE:** |
| * Six months experience in a security or work-related capacity preferred.
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| **OTHER:** |
| * Must possess a valid driver’s license with an acceptable driving record.
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| **ADA REQUIREMENTS:** |
| **In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose an undue hardship on the company.** **Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.****PHYSICAL ACTIVITIES**: * Reading, writing and communicating fluently in English
* Hearing and speaking to express ideas and/or exchange information in person or over the telephone
* Seeing to read labels, posters, documents, PC screens, etc.
* Sitting, standing, moving about or walking for occasional or frequent periods of time
* Dexterity of hands and fingers to operate a computer keyboard, two-way radio and other office equipment
* Kneeling, bending at the waist, stooping and reaching overhead
* Retrieving and storing files and supplies; occasionally carrying and/or lifting light objects

**WORKING CONDITIONS:** * Campus and general office setting
* Indoor and outdoor environment
* Driving a vehicle (bus, van, auto) occasionally in variable traffic and weather conditions
* Exposure to possible confrontations and fights
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| **By signing below, I acknowledge that I have received a copy of the Position Description and I am expected to read and familiarize myself with the contents pertaining to the functions and responsibilities of the position.**  |
| **Employee Print Name:** |
| **Employee Signature:** |
| **Date:** |