



## Position Description

<b>POSITION TITLE:</b>	Security Guard	<b>DEPARTMENT:</b>	Plant Operations/Maintenance
<b>FLSA:</b>	Non-exempt	<b>SUPERVISOR:</b>	Director of Maintenance
<b>SUPERVISES:</b>	N/A	<b>Revised:</b>	

### **POSITION SUMMARY**

Guards the community property against fire, theft, vandalism, and illegal entry by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Greets and screens all visitors, staff and residents; recording pertinent information in order to enter property.
- Patrols, periodically, buildings and grounds community.
- Responds to resident emergencies; dispatching EMT when necessary and informing resident representatives appropriately and according to policy.
- Examines doors, windows, and gates to determine that they are secure.
- Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels persons engaging in suspicious or criminal acts.
- Inspects equipment and machinery to ascertain if tampering has occurred.
- Watches for and reports irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.
- Observes departing personnel to guard against theft of company property.
- Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons.
- Records data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use of supervisory staff on daily activity report and on all shifts.
- Regulates vehicle and pedestrian traffic at community entrance to maintain orderly flow.
- Other duties as assigned by the Supervisor.

## **QUALIFICATIONS**

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **Educational Requirements and Experience:**

- High School or equivalent required.
- Two years job related experience preferred.
- Individual must hold a security guard license (certificate or card) in the state of Tennessee or be willing to secure prior to receiving an offer.

### **Knowledge, Skills and Abilities:**

- Language Ability:
  - Ability to communicate effectively speaking the primary language of the residents.
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
  - Ability to write routine reports and correspondence.
- Cognitive Demands:
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills:
  - Basic computer skills required.
- Competencies:
  - Must demonstrate an interest in working with a senior population.
  - Interacts with guests, residents and staff in a courteous and friendly manner.
  - Responds promptly to resident needs.
  - Supports organization's goals and values.
  - Balances team and individual responsibilities.

## **ENVIRONMENTAL ADAPTABILITY**

- Works both outdoors and indoors all year.
- Possible exposure to hostile individuals.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the MSDS Manual.
- Extensive contact with the public both in person and on the phone.
- Continuous exposure to residents who are ill, confused, irritable and irrational.

## **PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this Job, the Team Member is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The Team Member is frequently required to sit and stoop, kneel, crouch, or crawl. The Team Member is frequently required to stand; walk; climb or balance. The Team Member must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.