

# Quechan Housing Authority

## POSITION DESCRIPTION

TITLE: **Security Officer**

REPORTS TO: Security Captain

## JOB SUMMARY

Under the direct supervision of the Security Captain, the incumbent will guard and protect all Quechan Housing Authority (QHA) sites and property within the assigned areas.

## ESSENTIAL FUNCTIONS

1. Achieve the goals and mission of the Quechan Housing Authority as set forth in all QHA Policies.
2. Must be responsible, dependable, and professional.
3. Follow verbal and written instructions.
4. Patrol properties as a general security presence and be a visible deterrent to crime. Detect suspicious activities for criminal acts. Observe safety violations/hazards.
5. Patrols QHA buildings and property, examines roadway pavement, doors windows, pipes, lighting, and gates to assure they are secured.
6. Calls Police or Fire Department by telephone in case of fire or entry by unauthorized persons. Will aid, assist, and support the Law Enforcement and Fire personnel if requested.
7. Required to cooperate with local law enforcement agencies, protecting perimeter of crime scene during criminal investigations. (May be called to testify in criminal and civil court.)
8. Must be able to effectively write a report documenting daily activities and incidents.
9. Required to work a scheduled shift rotation (day, night).
10. Required to work weekly calendar days and holidays.
11. Able to work after hours as needed.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

12. Safely operate a patrol vehical during normal and adverse weather conditions, at normal speeds, during daylight and darkness, and during emergency situations.
13. Required to attend annual training for CPR, First Aid, etc.
14. Required to attend training in the use of an Electronic Restraining Device (Taser), Pepper spray, and Baton.
15. Safeguard the confidentiality of company records, documents, general information and maintain the highest level of confidentiality on all matters pertaining to QHA.
16. Establish and maintain effective working relationships with staff, maintain effective working relationships with people of varied socioeconomic, public agencies, federal agencies, statewide organization, educational, and cultural background.
17. Maintain Physical and emotional condition adequate to meet the demands of assigned duties.
18. Must be available in emergency situations.
19. Perform any related duties as assigned by the Security Captain.
20. Perform any related duties as assigned by the Executive Director.

## EDUCATION, EXPERIENCE, LICENSES

### **Education and Experience**

1. High school diploma or general education degree (GED), Vocational Training preferred, and four years related experience or training, or equivalent combination of education and experience.
2. Knowledge and ability to operate office equipment, familiar with office computer software and office practice and procedures.
3. Completed Security Officer Training.
4. Have minimum knowledge of cell phone and two-way radio operations.

### **Licenses**

- Be able to pass a background check and obtain a California Guard Card.
- Possession of a valid driver's license and be insurable with Quechan Housing Authority insurance plan.
- Must pass a pre-employment alcohol/drug test and submit to a background investigation.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Must not have **any** felony convictions (this will also include any misdemeanors related to drugs, alcohol, violent crime, larceny or sex offenses) and have no pending court actions of any type against him/her.

**PHYSICAL REQUIREMENTS AND DEMANDS**

While performing the duties of this job, the employee will regularly be required to sit, stand (for long periods of time), walk, climb, stoop, kneel, crouch, balance, and lift up to fifty (50) pounds. The Employee must be in good physical and emotional condition adequate to meet the demands of assigned duties. Have the ability to work in local climatic conditions (Excessive heat).

I have received a copy of the above position description for **Security Officer**. I have read the statement listed above and understand it. I am able to perform all duties and responsibilities listed above and or any other duties as required by my Supervisor.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_