

SECURITY GUARD

DEFINITION

To provide a visual security presence; to patrol and monitor the buildings and grounds of Lane County Events Center/Fairgrounds, Ice Center and Lane County Fair to ensure the personal safety and security of staff, visitors, and property; to secure grounds and buildings; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or management personnel.

May train, schedule and supervise extra help staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against theft and to maintain safety and security of premises.

Checks for suspicious occurrences, and enforces rules and regulations.

Responds to and investigates situations reported.

Calls authorities to investigate suspicious activities, security violations, or emergencies that require their intervention.

Provides information and directions, and explains rules and regulations.

Maintains contact with events representative during events to address any security concerns during their event.

Opens and closes facility, ensuring that users have left the premises.

Maintains logs and records of occurrences; completes necessary paperwork.

May use computer terminal to input and retrieve data.

Responds to all incidents and emergencies in accordance with procedures.

Warns persons of rule infractions or violations. Escorts persons from the facilities and property, when necessary.

EXAMPLES OF DUTIES (con't)

Cross trains and provides assistance to staff when necessary.

Operates light equipment such as forklifts, tractors, scissor lifts, boom trucks, and lawn mowers.

Provides reports and updates to supervisor as requested, including confidential information.

Performs confidential investigations related to workforce.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and procedures of security work.

Safety and legal requirements affecting security operations.

Enforcement of procedural rules and regulations.

Ability to:

Effectively write and maintain reports and logs.

Recognize problems and exercise independent judgment or initiative.

Respond quickly in an emergency.

Communicate effectively with the public and co-workers, both orally and in writing.

Establish and maintain effective relationships with the public and other County employees.

Work the night shift if necessary, to secure facilities and report problems.

Experience and Training

Training:

High school diploma or equivalent required.

Experience:

One year of experience in law enforcement or security.

LANE COUNTY
Security Guard (continued)

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

If required for this position, Department of Public Safety Standards and Training (DPSST) certification as a private security provider or the ability to obtain one within 90 days of being hired.

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon driver's license by time of appointment.

Forklift certification or the ability to acquire within six months of appointment.

Must have current CPR and first aid Certification or the ability to acquire within 6 months of appointment, and to maintain.

Classification F043 Security Guard established 08/21/10 per Board Order 10-8-25-1. This is an AFSCME represented classification.

Replaces N5060 Security Guard (a non-represented classification), established 12/10/08 per Board Order 08-12-10-7.