

Job Title: Security/ Patrol Guard

Department: Security

Summary

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

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Patrols, periodically, buildings and grounds of Duarte Facility.

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.

Permits authorized persons to enter property.

Registers at watch stations to record time of inspection trips.

Records data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use of supervisory staff.

Regulates vehicle and pedestrian traffic at Duarte Facility entrance to maintain orderly flow.

Patrols site with guard dog on leash.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; requires minimal supervision; uses resources effectively.

Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions .

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Bi-lingual (Spanish) a plus.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Must have and maintain a current California Guard Card.

Physical Demands The physical demands described here are representative of those that must be met by an employee 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 employee is regularly required to talk or hear and smell. The employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing 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 employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

Employees may be subject to random drug and alcohol tests during the course of employment. Applicant will have to pass a pre-employment drug and alcohol test as well as a background check. An approved application must be completed for this position.

- Pay is between \$10 - \$12 per hour depending on experience.
- Applicant must be able to work Nights and Weekends.
- Applicant must have a working cell phone.
- Applicant must have a current **California Guard Card**