

# POSITION DESCRIPTION

**Position Title:** Security Officer

**Department:** Security

## **Purpose of the Position**

The purpose of the Security Officer position is to protect the welfare of tenants and public visitors at the Civic Center Complex and other properties managed by the Evansville – Vanderburgh County Building Authority (EVCBA) and to protect the property of the EVCBA and its tenants.

## **Organizational Relationship**

Security Officers report directly to the EVCBA Security Supervisor but may also be directed by the EVCBA General Manager or any other EVCBA Supervisor.

## **Essential Functions of the Position**

- Enforce rules and regulations of the EVCBA as well as local, state and federal laws.
- Patrol all properties managed by the EVCBA in all weather conditions on foot and in EVCBA Security vehicle.
- Convey all necessary tools and equipment during patrol.
- Protect EVCBA property, tenants and public visitors from theft, trespass, fire, vandalism, disturbances and safety hazards.
- Access and scan all security tags with the TopGuard Detex wand; one round must be completed each shift. Some tags are only accessible by stairs.
- Identify any heating appliances that are left on and any mechanical problems and report these to the Maintenance Supervisor and note them in the log book.
- Access all areas of buildings owned or managed by the EVCBA including roofs and elevator pits which require the ability to safely climb access ladders.
- Maneuver, position and remove parking barricades and traffic cones to accommodate temporary parking restrictions.
- Monitor and operate all communications devices.
- Maintain competency with the operation of security and fire systems.

- Maintain competency with emergency policies and procedures covering active shooter, fire alarms, bomb threats and severe weather and respond to these situations appropriately if/when encountered.
- May be required to extinguish small fires using fire extinguishers and other tools as necessary.
- Assist individuals during emergencies and building evacuations during which time elevators may not be available for use. Assistance in these situations may include manual transport of individuals away from dangerous situations.
- Assist emergency service providers responding to all properties owned or managed by EVCBA.
- Direct traffic for continuous periods of time.
- Respond rapidly and appropriately to fire, burglar and panic alarms.
- Assess and manage volatile and dangerous situations including using appropriate physical force to protect city and county employees from personal injury or death.
- Assist with the lawful apprehension and arrest of criminal offenders if and when requested by law enforcement.
- Perform searches of buildings and large outdoor areas which may require continuous walking and frequent stooping, crouching and/or kneeling.
- Perform searches of people when directed by and assisting law enforcement.
- Prepare reports and log entries using proper grammar and symbols.
- Communicate effectively and coherently over radio channels.

## **Work Duration**

Shift: 8 hours per day

Breaks: 60-minute lunch, other breaks as needed

Overtime requirements: Overtime will be assigned by shifts as needed. If overtime shift cannot be filled on a volunteer basis it will be filled by least senior employee.

## **Environmental**

Exposure to indoor and outdoor conditions.

## **Tools and Equipment**

TopGuard Detex wand, communications radio and other equipment as necessary.

## Physical Demands

	Rare or Not Essential	Occasional (1-33% of the workday or 3-12 reps per our)	Frequent (34-66% of the workday or 13-30 reps/hour)	Constant (67-100% of the workday or 31-60 reps/hour)
<b>STRENGTH</b>				
Lift		50#		
Carry		X		
Push		X		
Pull		X		
<b>MOBILITY</b>				
Sit		X		
Stand			X	
Walk			X	
Stoop		X		
Twist		X		
Crouch		X		
Kneel		X		
Crawl	X			
Climb (stairs, ladder)		X		
Neck bend (downward)		X		
Neck extend (upward)		X		
Neck twisting		X		
<b>DEXTERITY</b>				
Gripping		X		
Reaching (below shoulder)		X		
Reaching (above shoulder)		X		
Fine manipulation		X		
<b>SENSORY</b>				
Feeling (fingers)		X		
Seeing (near acuity)		X		
Seeing (far acuity)		x		
Color Vision		X		
Field of Vision		X		
Hearing		X		
Speaking		X		

\*Position description updated April 2016