

SECURITY OFFICER 1

SALARY: \$48,064

JOB OBJECTIVE

Responsible for controlling facility access, screening all individuals entering secured areas, and maintaining a security presence in public areas.

MAJOR JOB RESPONSIBILITIES

Maintains facility security

- Oversees facility control rooms
- Monitors and controls access to prevent unauthorized persons from entering/exiting
- Monitors surveillance equipment to identify security breaches/inappropriate behavior
- Conducts pat searches on individuals entering a secured area
- Operates electronic devices to detect and identify contraband
- Conducts regular security checks of assigned areas
- Communicates with others using hand-held radios
- Request officer assistance during emergency situations
- Documents unusual situations in incident reports and/or log books for review

Maintains a security presence in public access areas

- Deter misconduct and unruly behavior in assigned area
- Attempts to deescalate volatile situations
- Responds to aid others who needs assistance
- Provides first aid and CPR when necessary
- Contacts outside agencies in the event of an adverse situation

Coordinates deliveries made to the facility

- Maintains security at the loading dock area
- Conducts a search and/or screening of incoming stock
- Conducts security, safety, and sanitation inspections of work area
- Operates loading and delivery equipment
- Searches and logs all vendors/outside contractors who enter the facility
- Verifies and signs shipping invoices

WORKING ENVIRONMENT/PHYSICAL DEMANDS

This classification involves minimal risk with some exposure to unruly individuals in the public. The environment offers otherwise generally favorable working conditions which requires safety precautions typical of a security officer. Employees must be able to perform security duties including relaying radio transmissions, listening, watching monitors, keying information into a computer, managing communication and access during busy, stressful, and/or critical situations. Require some physical exertion such as lifting up to 40 pounds, bending, stooping, or similar activities. Employees must be able to work evenings, nights, weekends, and extended shifts.

EDUCATION AND EXPERIENCE

High school diploma or state approved equivalent

BENEFITS SUMMARY

HOLIDAYS- Employees are paid for eleven (11) holidays per year. They include New Year's Day, Dr. Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the following Friday, Christmas Eve, and Christmas Day.

SICK LEAVE- Employees earn twelve (12) sick days per year, accrued one day a month to a maximum of 120 days. An employee must be in a paid status the entire month in order to earn a sick day.

VACATION- Employees earn vacation according to a schedule. The first five (5) years, employees earn 80 hours; 5 to 10 years, 120 hours; then additional 8 hours for each additional year, up to a maximum of 200 hours per year after 20 years of service. An employee can accrue the last two (2) years' earnings, plus the current employment year. An employee must be in a paid status the entire month in order to earn a vacation day.

PERSONAL LEAVE- Employees will receive 24 hours to use each year beginning on January 1st which must be used by the end of that calendar year.

MILITARY LEAVE- Employees who are members of any military reserve component will be granted military training leave, with pay, for field training or active duty, for a period not to exceed 160 hours each calendar year. Leave with pay is not permitted for initial basic training or for weekend drills. Vacation or leave without pay may be used for reservists ordered to duty, weekend drills and/or training maneuvers.

PENSION BENEFITS- The pension program is funded completely by contributions from the city; employees do not contribute to the plan. Effective January 1, 2013, full retirement for public safety is at age 53 with 22 years of service. Early retirement at reduced benefits is available at age 45 with 10 years of service. Benefits are based on a formula which considers years of service and average salary for the highest-paid five years of service. Full vesting takes ten (10) years; there is no partial vesting. Pensioners continue to receive medical insurance, 75% city paid, 25% pensioner paid.

MEDICAL/LIFE INSURANCE BENEFITS- Employees who work 20 or more hours per week must either participate in a medical and dental insurance program or show proof of other coverage to opt out of this mandatory covered benefit. Medical programs are paid 75% by the employer, 25% by the employee; this applies to both single and family coverage. Medical insurance options include Blue Cross/Blue Shield (BCBS) PPO and Cigna Choice Fund.

Dental insurance is paid 100% by the employer for single coverage; the employee pays the difference if he/she elects family coverage. Two plans are offered. The traditional requires a co-payment for most services. The DMO plan provides better benefits, but limits choice of providers.

LONGEVITY PAY- All employees with five (5) or more years of service receive longevity pay. Payments start at \$110 after 5 years and increase asymmetrically to \$935 after 20 years.