

SECURITY GUARD Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from high school or possession of a high school equivalency Diploma; **OR**
- (b) Two years of full-time paid (or the equivalent part-time and/or volunteer) experience as a guard, peace officer or police officer; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

SPECIAL REQUIREMENTS:

- (a) Possession of New York State motor vehicle operators license at time of appointment.
- (b) Possession of current Advance First Aid Certification (American Red Cross or current First Responder Certification (New York State). If not certified on date of appointment, the incumbent must enroll in one of these two training courses within one year of date of appointment and then successfully complete the course in order to retain appointment. Current certification must thereafter be maintained at all times during employment.
- (c) In accordance with General Business Law, Articles 7 and 7A, Section 89-g, all security personnel must register with the NYS Department of State, Division of Licensing Services immediately upon employment Registration includes fingerprinting and a thorough background check by the State Department of Criminal Justice Services and FBI.

NOTE: Current certification as an Emergency Medical Technician (EMT) will be accepted in place of either of the above certifications, under all of the same terms and conditions in obtaining and maintaining this certification.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is routine security work involving responsibility for the performance of a number of public safety duties while the facility is open and security duties when it is closed. The work is performed under the direction of the facility director or supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Patrols all levels inside buildings and surrounding property;
- Assists superiors with obtaining information relating to complaints, accidents or incidents occurring on the property;
- Enforces facility/property rules and regulations, warns violators or possible ejection from premises;
- Interviews persons to obtain information relating to incidents at the facility; Assists in the administration of basic first-aid for persons who become ill or injured and summons emergency aid as needed;
- Maintains records of lost/found property and disposes of unclaimed property in accordance with facility property;
- Assists in locating lost persons;
- Maintains a daily log sheet of all duties performed and completes reports of incidents occurring during shift;
- Conducts a security check prior to closing the facility;
- Salt/sand steps and walks when icy;
- Locks and unlocks for facility personnel;
- Turns off lights and office equipment and operates window covering devices for energy savings;
- Monitors weather radio during the winter and calls highway department to obtain information needed by superiors regarding closing decisions;

- Escort individuals to their cars after dark upon request.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of security, parking and emergency notification procedures;
- Working knowledge of first aid procedures;
- Ability to communicate effectively;
- Ability to follow oral and written instructions;
- Ability to think and act quickly, firmly and appropriately in an emergency;
- Willingness to work on different shifts;
- Willingness to patrol facility alone after hours;
- Willingness to work outdoors in inclement weather;
- Tact; integrity; reliability;
- Good judgement; honesty;
- Physical condition commensurate with the demands of the position.