



City of Irving Job Description

Security Officer

FLSA Status:	Non-Exempt	Job Department:	Arts & Culture
Job Code:	33472 (FT) / 99405 (PT)	Reports To (Job Title):	Senior Security Officer

PURPOSE

To ensure a safe and secure environment at the facilities of the Arts & Culture department for city employees, residents, patrons, and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Patrol Arts & Culture facilities by foot or utilizing assigned vehicles and/or equipment to deter trespassers, vandalism, fire hazards, assaults, and theft.
- Enforce City policies, rules, and regulations, including reporting suspicious or unlawful activities to Police and Fire Departments as appropriate.
- Manage crowds, traffic, and burglar & fire monitoring systems, during events and emergencies.
- Maintain a professional image through providing excellent customer service to all persons entering City property.
- Preserve physical security of buildings by unlocking and locking doors, turning lights off and on, and setting alarms.
- Produce reports on daily activities and safety, security, and building maintenance issues.
- Monitor security camera system.
- Greet and assist visitors, including responding to inquiries and providing assistance with tasks when needed.
- Monitor computerized schedule for upcoming events.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- None Reported.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of the 12th grade.

EXPERIENCE

- One (1) year of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license, or the ability to obtain one, is required.
- Current CPR certificate.

KNOWLEDGE OF

- Public Safety and Security: Policies and regulations to protect people, data, and property.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, and motivation.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating diverse light equipment including computers, cameras, cell phone, and radios.
- Active Listening: Listening to what others are saying and asking appropriate questions.
- Sound-based Problem Sensitivity: Identifying unusual sounds that may indicate a potential problem within the facility.
- Sight-Based Problem Sensitivity: Seeing and observing to identify circumstances/situations that may indicate a problem within the facility.
- Fragrance-based Problem Sensitivity: Identifying unusual odors that may indicate a problem within the facility.
- (General) Problem Sensitivity: Sensing when something is wrong or is likely to go wrong.
- Problem Identification: Identifying the nature of problems.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Information Gathering: Knowing how to find information and identifying essential information.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, one-on-one or with groups, so others will understand. This includes completing reports according to pre-set formats.

- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reaction Time: Quickly responding (with the hand, finger, or foot) to one signal (e.g., sound, light, or picture) when it appears.
- Response Orientation: Choosing quickly and correctly between two or more movements in response to two or more signals (e.g., lights, sounds, or pictures). This includes the speed with which the correct response is started with the hand, foot, or other body parts.
- Speech Recognition: Identifying and understanding the speech of another person.

GUIDANCE RECEIVED

Periodic Supervision and Range of Guidelines/Procedures

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

CONTACTS

Facility clients/visitors, IPD, IFD, and vendors occasionally.

EQUIPMENT AND PROPERTY

Facility alarm & safety systems, CCTV systems, cell phone, and facility vehicles.
IAC facility in general.

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.*

The employee constantly is required to balance, listen, and/or see. Frequently, s/he is required to carry, climb, drive a vehicle, grasp, handle, feel, kneel, lift up to 10 pounds, pull, push, smell, stand, talk, and/or walk. S/he occasionally must run, lift and/or move up to 50 pounds, reach, and/or sit. 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.*

The employee may be exposed to blood-borne pathogens, electrical hazards, extreme temperatures or weather conditions, air contamination, and/or violence. This job requires the employee to make decisions directly affecting the safety of others. Encounters with the public occasionally are characterized by conflict and anxiety. The noise level in the work environment usually is moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.