

## **Security Officer**

**STATUS:** Non-Exempt

**FUNCTION:** In the security function, this position is responsible to patrol WHA properties, observe, and report anything out of the ordinary; respond to emergencies as the situations warrant.

**SUPERVISION:** This position reports to the Assistant Director of Security. Training and instruction may be received from the senior Security Person.

### **ESSENTIAL JOB DUTIES:**

#### **Security Officer**

- Patrol the high-rise building including periodic patrol of all floors, stairways, common areas, stairway doors, shop area and community rooms.
- Patrol parking area and outer perimeter of the building to check for illegally parked vehicles, persons loitering, and lighting and other hazards or vandalism to resident vehicles, or WHA property.
- Check entrances and exits during and prior to leaving shift; check entrances and exits from interior and exterior of building when possible.
- Monitor the lobby area as often as possible, not allowing access to anyone unless it is a resident, guest or delivery person; document if police or fire personnel enter the building.
- At the end of shift, complete a printed, detailed report of shift activities and any unusual noteworthy occurrence. Report must be completed at the end of each shift and returned to Security office.
- Immediately report to dispatch who in turn will notify the Police or Fire any incident that warrants such action; prepare a report detailing why such a call was made.
- Immediately report to the Authority any unlocked or unsecured doors that cannot be secured and/or conditions that are hazardous to the residents and guests.

**SECONDARY DUTIES:** Will be crossed trained to perform both the answering service function in the Security Department as well as Security Patrol. Perform other reasonably related duties as assigned by immediate supervisor and other management as required.

**PHYSICAL REQUIREMENTS:**

The duties of the Security Patrol person are both office and field-based. This position requires manual dexterity sufficient to competently use office equipment such as a keyboard or video camera. The holder of this position will be required to patrol developments and/or dwelling units which would include the ability to traverse over a ¼ mile at a time and to use stairs.

**QUALIFICATIONS & SKILLS:**

- Be at least 18 years of age.
- Good oral and written communication skills.
- Pass a pre-employment physical examination and drug screening.
- Pass a background screening that includes a criminal check, former employers and personal references.
- Possess a valid driver's license.

**EXPERIENCE & EDUCATION:**

- High school diploma, or GED.
- Successful completion of 24-hour on-the-job-instruction.

**SECURITY OFFICE RULES AND REGULATIONS**

- Must be prompt and remain at his/her post, not leaving unless relieved or otherwise ordered.
- Must be neat and clean in appearance. Uniform must be kept clean and pressed, shoes will be polished and clean at all times.
- Must be civil when dealing with residents and visitors.
- Must remain alert and up-to-date on all orders or directives.
- Must be prompt in reporting all infractions of law or rules and regulations to the proper authority.
- Will not take gifts or gratuities from residents or guests.
- Will not enter an apartment unless necessary to fulfill his/her duties.
- Will not divulge any information received on or about a resident or guest to anyone other than an official of the Authority or police personnel if necessary to complete his/her duties.
- Will maintain a lifestyle that will not bring disrepute to the position or the Authority.
- Will be available at all times to assume the duties of fellow security persons.
- Must maintain any equipment issued in good order.
- Will report promptly to the Authority any damage or wear to equipment.
- Security/Answering Service personnel will refrain from having residents or personal acquaintances with them while on duty. This is not to say an acquaintance could not bring a forgotten item.
- Will be required to adhere to these and any other orders written or verbally given by authorized personnel of the Authority.