



POSITION DESCRIPTION

POSITION: Security Officer
DEPARTMENT: Security
REPORTS TO: Safety/Security Manager
FLSA STATUS: Non-Exempt

Job Summary: Responsible for implementing and integrating safety and security programs for the Center. Transports students and staff to various location by car, van, or bus for recreational and educational purposes. Performs and documents preventative maintenance on vehicles.

Duties:

- Ensures the safety, health, and security of students, staff, and property.
- Administers rules and procedures regulating the entry, exit, and conduct of persons who seek access to the campus.
- Assists in the conduct of evaluation drills, fire drills, active shooter drills, etc. as required by the PRH.
- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.
- Ensures and enforces all laws, rules and policies within his/her scope of authority.
- Conducts foot patrols all assigned areas and remains alert for disturbances, fires, safety hazards, traffic violators, suspicious acts and/or persons, and other unusual conditions.
- Aids and assists visitors, student employees and staff in every way possible.
- Performs building security and safety checks.
- Receives complaints and performs appropriate investigations as directed by management.
- Provides transportation service as needed or assigned.
- Investigates vehicle accidents as assigned.
- Issues visitor passes and temporary parking permits.
- Participates in preparation and enforcement of Center's safety and fire prevention program.
- Participates in daily briefing covering assignments, proper dress, and procedures.
- Provides written and oral reports, briefings, or summaries to appropriate staff.

- Drive vehicles to designated destinations as assigned.
- Compliance with state and local motor vehicle laws.
- Ensure all vehicles are equipped with fire extinguishers, emergency warning lights, roadside flares/reflectors, emergency contact numbers, and well maintained first-aid kits.
- Adhere to company operating policies and procedures.
- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, and Center policies and procedures.
- Maintains good housekeeping in all areas and complies with safety practices
- Follows CDSS plan and the Standards of Conduct system.
- Models, mentors, monitors appropriate Career Success Standards.
- Continuously helps students become more employable
- Participation in PRH mandated staff training is mandatory. Failure to participate may result in disciplinary actions up to and including termination.
- Assists in maintaining student security and accountability during training, day and evening, by continuously walking through those areas where students are being trained, having lunch, participating in dorm activities, recreational activities, and monitors grounds over entire Center.
- Performs other duties as assigned by management within the employees capabilities.

Qualifications and Experience: High School Diploma or GED required. Associates Degree preferred. At least one year in a residential living setting and background in youth programs or law enforcement is preferred. Valid State Driver's License.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee's Name (Print)	Signature	Date

Supervisor's Name (Print)	Signature	Date

DOL APPROVAL

COR Name (Print)	Signature	Date