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Job Specification

SECURITY GUARD

DEFINITION

Under direction, patrols the grounds, buildings, and other areas and facilities of schools, libraries, museums, hospitals, public housing projects, parks, or other public facilities and installations to provide protection to persons gathered therein from harm, and guards and protects public property against fire, theft, vandalism, and illegal or unauthorized entry; does other related duties as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

06273 - Bilingual in Spanish and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Protection of Buildings, Contents, and Occupants from Hazards:

Visually inspects window bars, doors, locks, and other fixtures to ensure they are secure or properly locked and have not been tampered with to prevent theft, unlawful entry, and so forth.

Inspects assigned areas for those conditions that may contribute to fire (for example, discarded burning cigarettes) and sees to it that fire extinguishers are in place and undisturbed or operational.

Observes odors in buildings or on grounds to detect source of smoke, gas seepage, and so forth.

Listens for unusual sounds to detect leaking plumbing, breakage of glass, tampering of locks or windows, and so forth.

Searches designated area for explosive devices using flashlight and precautionary measures not to disturb potential explosives, and notifies bomb disposal unit by calling a special number at the local police department.

Puts out fires using fire extinguisher.

Patrols by car or on foot grounds adjacent to public buildings to detect hazards such as fire, theft, vandalism, and so forth.

Sits and views a monitor screen or electronic surveillance board and remains alert to movement on screen which would indicate the presence of unauthorized persons or intruders in restricted area.

Sits or stands at a post and maintains orderly flow of individuals on entering and leaving.

Examines credentials such as employee passes and press passes at entry point to the building or facility and/or issues special passes to

visitors to prevent entry by unauthorized persons and to maintain a permanent record of those using the facility.

Identifies employees and visitors entering or leaving the building by recognition of faces.

Requests verbal or written information from individuals pertaining to their destination, identity, and nature of their visit.

Accompanies employee from office building to parking lot, street, or rides in motor vehicle to prevent possible theft or loss of money or valuables being transported.

Visually inspects gauges, meters, and other instruments which indicate that equipment on public property is functional and has not been tampered with.

Observes departing individuals who carry unusually large packages or bundles to prevent the theft of government property such as office equipment, books, films, and so forth, and determines if the individual warrants searching.

Searches packages of those entering building for firearms or other dangerous objects to prevent the injury of those present in the facility.

After normal operating hours, escorts employees to their automobile in the parking lot to ensure their safe departure.

Removes unwilling person from premises after issuing verbal warning regarding a rule violation concerning disorderly conduct, loitering, unauthorized entry, and so forth.

Accompanies detainees such as suspicious or disorderly persons to designated or restricted area for holding until municipal or other law enforcement individual arrives.

Aids a law enforcement officer by accompanying prisoners to designated location to watch and report on the movements or conduct of prisoners and/or others.

Observes individuals entering and leaving premises to ensure their safe and orderly conduct.

Restrains violent or disorderly persons who are intent on disturbing government proceedings or harming themselves or others.

Information and communication:

Notifies other guard personnel to be on the lookout for a person or persons of a particular description.

Gives verbal warnings to individuals of regulations such as those pertaining to disorderly conduct, loitering, smoking, or entry without proper passes to ensure enforcement of rules intended to protect the building and its occupants.

Obtains a verbal description via telephone or walkie-talkie of person or persons present in the building who may present a potential danger.

Tells occupants of building to evacuate premises and warns about impending danger from explosives, fires, and so forth to ensure an orderly and safe exit.

Gives instructions to occupants for prompt evacuation and on designated safe area for assembly.

Appears in court as a witness to testify against persons being charged with vandalism, theft, fire, or misconduct on government property.

Gives simple answers to persons who inquire about the location of persons or services available, physical layout of a facility, and so

forth.

Accidents:

Judges the severity of injury and obtains assistance by using walkie-talkie or telephone to contact an emergency vehicle to transport victim for emergency medical care.

Gives emergency first aid.

Traffic Control:

Stands at intersection and gives hand signals to moving vehicles to ensure smooth and rapid flow of traffic.

Aids pedestrians in crossing heavily trafficked intersections to prevent vehicular congestion and accidents.

Checks cars in restricted parking areas such as employee or visitor parking lots for parking authorization stickers and issues warning or citation to prevent use of these areas by unauthorized individuals.

Prevents entry or use of a restricted area by certain vehicles by using hand signals or explaining to drivers the regulations or rules which prohibit entry.

Admits entry of vehicle after checking pertinent data such as driver's identification, weight and size of vehicle, and so forth.

Drives government vehicle or vehicle belonging to employee to move it from an area where it is obstructing the smooth flow of traffic.

Other:

Records observations on conditions in building or in assigned area reporting any unusual occurrence, property damage, or mishaps to visitors, and documents rule violations to provide a permanent record of incidents for police or other investigatory individual or to inform guard on next shift of past activities.

Attends classroom training programs on work related topics such as bomb detection and first aid.

Attends roll call to listen to announcement of work assignments and other related information.

Records the location of missing or damaged signs and warnings, and submits it to supervisor for corrective actions.

May apprehend law violators and inform them of their rights.

Questions suspicious persons and may detain and arrest those persons who violate agency rules, regulations, and pertinent laws.

Turns key or records visits at watch stations to indicate that rounds have been completed at specified intervals.

Reports orally to supervisor (or other individual) on the security rounds or checks.

Reports to supervisor or other appropriate individual using walkie-talkie or telephone any unusual conditions or malfunctioning of equipment such as heating or plumbing system equipment and so forth, or takes temporary measures to correct malfunction to prevent further damage to building.

Seizes contraband material or stolen property and detains suspects for questioning.

Escorts unruly persons from premises.

May, on occasion or incidentally, operate an elevator for security

purposes to limit access of persons to and from certain floors and buildings so as to preserve and maintain security of such areas.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Protection of Buildings, Contents, and Occupants from Hazards:

Knowledge of problems involved in safeguarding large areas including buildings and grounds in that area.

Knowledge of security measures in detaining persons.

Knowledge of fire prevention.

Knowledge of procedures used in making arrests and prosecuting violators.

Knowledge of problems encountered in work involving care and custody of varied types of persons deprived of their liberty.

Knowledge of difficulties encountered in following closely prescribed rules and regulations.

Knowledge of problems involved in safeguarding persons, buildings, grounds, and properties.

Knowledge of techniques used in maintaining order among groups of people congregating on public property.

Knowledge of problems involved in maintaining order and discipline among groups of people.

Ability to understand, remember, and carry out oral and written directions.

Ability to analyze simple problems.

Ability to learn quickly from oral and written explanations and from demonstrations.

Ability to note significant conditions by observation and to take proper action in accord with prescribed procedures.

Ability to work effectively under a variety of weather conditions.

Ability to work harmoniously with associates, visitors, and other groups and individuals interested in security problems.

Ability to deal effectively with persons being detained because of violations of laws, rules, and regulations.

Ability to understand the emotional, adjustment, and other problems of persons who have been deprived of their liberty.

Ability to perform repetitive operations without loss of equanimity, patience, or courtesy.

Ability to remain cool and decisive in emergency situations.

Ability to follow prescribed procedures.

Ability to see so as to detect unauthorized persons, malfunctioning equipment, or fire.

Ability to smell so as to detect possible hazards such as fire, gas seepage, and so forth.

Ability to hear so as to detect unusual sounds such as leaky plumbing, tampering of locks and window, and so forth.

Ability to follow precautionary measures with regard to dangerous objects (explosives) or armed persons.

Ability to learn and apply regulations and guidelines pertaining to protection security systems.

Ability to follow procedures to make temporary repairs to systems such as plumbing.

Ability to react promptly to situations requiring action.

Ability to remain alert while performing repetitive duties.

Information and Communication:

Knowledge of court practices and procedures.

Ability to give clear and accurate directions.

Ability to maintain order among visitors.

Ability to be courteous but firm with the public or when controversies arise.

Ability to give clear, accurate, and informative directions.

Accidents:

Ability to administer first aid

Ability to make judgments about proper use of first aid.

Traffic Control:

Knowledge of problems and procedures involved in enforcing traffic regulations.

Knowledge of problems and operations used in controlling traffic.

Knowledge of procedures and problems involved in enforcing relevant law, rules, and regulations.

Other:

Knowledge of methods used to make reports of conditions noted and actions taken.

Knowledge of modern office methods, practices, and equipment.

Knowledge of investigative procedures.

Knowledge of current laws, procedures, and trends governing search and seizure activities.

Knowledge of laws affecting arrest procedures.

Knowledge of the amount of force required to make arrests.

Knowledge of the criminal justice system.

Knowledge of elements of state laws after a period of training.

Knowledge of procedures to follow in dealing with an emergency.

Ability to organize assigned work and develop effective work methods.

Ability to prepare simple but clear, sound, accurate, informative, and legible reports of significant conditions noted and actions taken.

Ability to keep simple records.

Ability to take proper action in preventing potential accidents from occurring.

Ability to deal with people politely and helpfully beyond giving and receiving of instructions.

Ability to physically restrain mentally disturbed, unruly, or violent persons.

Ability to put up with and handle verbal abuse from a person or a group.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Work Service Week	State Class Code	Local Class Code	Salary Range	Note
06124		L	N	N/A	00		-
06273	Bilingual In Spanish And English	L	N	N/A	00		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

10/08/1996