



Title: Security

Date: March 2024

FLSA Status: Nonexempt, full-time, 12-month position

Salary: \$13 per hour

Reports to: Manager of Safety, Security, and Clery and/or Director of Physical Plant

Job Summary: Performs surveillance and inspection of grounds and facilities at all times; and performs related work as required. This position will be assigned to the overnight shift working midnight to 0800 hours Monday through Friday. This position is an essential worker and will be expected to work during inclement weather conditions.

Duties and Responsibilities

- Conducts scheduled locking, unlocking, and inspection of buildings, including mechanical rooms.
- Removes trash from grounds and facilities to maintain a clean, safe, and secure campus.
- Attends minor emergency repairs and maintenance of building and grounds including removal of ice and snow.
- Advises on-call personnel of emergency repairs requiring trades person.
- Completes incident and shift reports.
- Assists with set ups and tear downs for campus events.
- Assists with deliveries and returns for catering.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of modern methods, materials, and equipment used in grounds and security work.
- Ability to understand and conduct oral and written directions.
- Ability to read and write at the level required for successful job performance.
- Ability to lift up to 100 lbs. and work from a twelve-foot ladder.
- Ability to work independently in the absence of supervision.
- Ability to establish and maintain cooperative relationships with those contacted in the course of work.

Requirements, Credentials, and Experience

- High school graduate
- One year's experience in grounds/security work is desirable.



- Pass background check
- Clear driving record

Special Requirements

Class E or higher chauffeur's license.