



Title: Security (**Part-time**)

Date: May 2024

FLSA Status: Nonexempt, Part-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.