

JOB DESCRIPTION

(Classified Employee)

Job Title: Security Guard III

Date: April, 1997

Job Code: 1435

Statement of the Job

Employee patrols and checks University buildings and facilities. Work involves identifying items requiring repair, investigating items reported by other sources and performing or referring repairs as appropriate. Work also involves insuring that buildings are properly locked and that no unauthorized personnel are in restricted areas.

Duties of the Job

- *1. Patrols campus following an orderly route.
- *2. Investigates malfunctions observed or reported, including problems of temperature, lighting, open windows and security.
- *3. Prepares a report of daily activities.
- *4. Opens buildings for authorized entries.
- *5. Maintains records and communicates information to other personnel using computer equipment.
6. Completes minor quick-fixes and adjustments to eliminate personal and property damage.
7. Identifies building maintenance needs not requiring prompt attention and submits work orders to correct them.
8. Calls appropriate tradesperson in accordance with established procedures for work that requires prompt attention.
9. Assists police, as appropriate.
10. Investigates vandalism and may detain suspects until police respond.
11. Assists tradesperson called for repairs with transportation, access to the area and other appropriate help.
12. Controls vehicle traffic on campus.
13. Erects barricades.

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION

(Classified Employees)

Job Title Security Guard III

Job Code No. 1435

Wage Grade 14

Total Points 312

FACTOR		DEGREE	POINTS
1.	Knowledge and Skills Ability to comprehend, carry out and explain complex verbal and written instructions.	3	108
2.	Effort		
	I. Mental and Visual Effort Continuous mental and/or visual effort for a sustained period.	3	24
	II. Physical Effort Moderate physical effort or frequent fine motor control in work requiring extremely close tolerances.	3	30
3.	Responsibility for Cost Control Sustained high degree of attention required to prevent damage or waste.	4	32
4.	Responsibility for Others		
	I. Injury to Others Sustained high degree of care and awareness required to prevent physical injuries.	4	32
	II. Supervisory Responsibility No regular supervisory responsibility; may relay instructions or be assigned to train or orient new staff.	1	8
	III. Sensitive Information and Records Occasional access to and processing of sensitive information.	2	16
5.	Working Conditions Frequent exposure to several adverse stimulations or to one which is particularly disagreeable.	3	30
6.	Responsibility for External and Internal Relations Frequent, important external and/or internal contacts.	4	32