



## Security Guard

**Job Code:** 8123

**Salary Grade:** S04

**FLSA Status:** Non-Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Responsible for patrolling buildings and other properties to ensure their safety and security. This includes protection and physical security of employees, visitors, students, and faculty, within the assigned facilities or location.

- Observes and monitors premises for potential security threats
- Guards against theft or damage of University property including grounds, equipment, and other items of value
- Conducts vehicle and foot patrols, screening visitors, and bags
- May also control access to restricted areas, including opening and securing doors, gates, and building access
- Provides professional customer service to employees, faculty, students, and visitors
- Assists with the planning and preparing for various security and emergency situations
- Responds promptly and effectively to security incidents or emergencies, including medical emergencies, disturbances, or unauthorized entry
- Warns violators of rule infractions and enforce site-specific and University policies and procedures: loitering, smoking in unauthorized areas, parking violations, etc
- Completes reports, daily checklist, and notify any security related occurrences or incidents to the appropriate supervisor, law enforcement, or medical personnel
- Operates public safety communications equipment including, but not limited to, conventional and cellular telephones, two-way portable radios, hand-held computers, and computer workstations
- Develops and maintains knowledge of the campus and buildings to assist in maintaining safety and identifying risks
- Assists with special events and activities
- Performs other duties as assigned.

### Minimum Qualifications

**Education:**

Required: High School diploma or GED.

**Experience:**

- None

**Certifications or Licenses:**

- Valid state issued driver's license

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Ability to observe and monitor surroundings and building
- Ability to enforce policies and procedures while maintaining a courteous, tactful and helpful demeanor
- Knowledge in protective, security and enforcement practices or the ability to learn
- Excellent customer service skills and be comfortable approaching
- Strong problem-solving skills and able to work under pressure
- Ability to stand, sit, and walk for extended periods
- Must maintain valid driver's license to drive University vehicles on campus

### Working Conditions

**Physical:**

Prolonged periods of sitting, walking, or standing. Must be able to lift up to 25 pounds at times.

**Environmental:**

Willingness to wear and maintain uniforms. Constant exposure to weather outside conditions including inclement weather.



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

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