

## SECURITY OFFICER

**Distinguishing Features of the Class:** the position involves responsibility for performing routine tasks pertaining to the safety of individuals and the security of Niagara Falls Water Board buildings and property. An employee in this class has responsibility for: inspecting property to detect security hazards; deterring criminal activity by being visible and observant; patrolling buildings and grounds; investigation of criminal and non-criminal incidents; and detection of maintenance problems and equipment failure. The work is performed under the general direction of Executive Director or Superintendent. The incumbent will perform all related duties as required.

### **Typical Work Activities:**

Patrols all levels inside buildings and surrounding property on a regular basis to detect fire, theft, vandalism, illegal entry and to look for possible hazards which may develop;

Watches for irregularities such as leaky pipes, unlocked doors, unusual occurrences and vandalized property and reports these irregularities to the appropriate personnel;

Closes or locks doors, gates, and windows according to prescribed routines in order to deter criminal activity and prevent accidental loss by securing the area;

Enforces facility/property rules and regulations, warns violators of possible ejection from premises;

Questions people who appear to be loitering to determine their reasons for their presence; may order those without legitimate purposes to leave the premises;

Maintains records of lost/found property and disposes of unclaimed property in accordance with policy;

Maintains a daily log sheet of all duties performed and completes reports of incidents occurring during shift;

Turns off lights and office equipment and operates window covering devices for energy savings;

Escorts individuals to their cars after dark upon request;

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:** Good knowledge of security, parking and emergency notification functions and procedures; working knowledge of first aid procedures; ability to communicate effectively; ability to follow oral and written instructions; Ability to think and act quickly, firmly and appropriately in an emergency; willingness to patrol facility alone after hours; willingness to work outdoors in inclement weather; tact; integrity; reliability; good judgement; honesty; physical condition commensurate with the demands of the position.

Personnel in this classification must either have or be willing to obtain certification through New York State as indicated in Special Requirements: Must maintain throughout employment, a current identification card reflecting registration by New York State, Division of Licensing Services, as a Security Guard.

Note: Active duty police officers in NYS are exempt from the Special Requirement. However, police officers separated from service (i.e. retired) are considered civilians and must register as a security guard and complete all training.