

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Building Security Guard
DEPARTMENT: Public Works
DIVISION: Facilities and Maintenance
REPORTS TO: Division Chief
FLSA STATUS: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

This is a full-time, unarmed Building Security Guard position assigned to the Garrett County Government Administrative Offices. The Building Security Guard is to perform a variety of general tasks and serve as the lobby attendant.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Secure the public entrance to the Garrett County Government Administrative Offices.
- Greet all visitors and building users; determine the purpose of each person's visit and direct them to the appropriate location.
- Check visitor credentials/identification; issues visitor badge; log visitor entry/exit from the building.
- Provide information and directions for visitors and building users.
- Operate the security doors to regulate the flow of visitors.
- Answer and direct telephone calls.
- Monitor surveillance cameras and monitor visitors and building users in the Garrett County Government Administrative Offices.
- Monitor intrusion/panic and fire alarms.
- Participate in fire evacuation, active shooter, shelter-in-place and other building wide drills.
- Contact law enforcement or fire department in case of an emergency.
- After business hours check doors, windows, and gates to ensure the property is secure.
- Other related duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience:

- Must be at least 21 years of age.
- High School Diploma or equivalent.
- Minimum of six months' experience working as a building security guard or other similar equivalent experience.
- Experience in use of electronic security systems, access card systems, alarm and CCTV systems.
- Must not have a criminal record.

Knowledge, Skills and Abilities:

- Knowledge of basic security practices.
- Excellent observational skills and attention to detail.
- Strong written communications.
- Authoritative verbal communication skills.
- Ability to read, understand and apply written rules and directions.
- Computers skills, proficient with Microsoft Office Suite.
- Ability to deal tactfully and courteously with the public.
- Ability to remain calm in high-pressure situations.

Certificates and Licenses:

- Valid driver's license
- CPR, AED and First Aid trained and certified. Training will be provided by Garrett County and must be maintained as a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required overtime for after-hours public meetings and events.
- Prolonged periods sitting at a desk and monitoring surveillance equipment while interacting with the public and other building users.
- Must be able to lift 25 pounds at a time.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Majority of work is performed inside the building.