

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Facilities Management
Classified, GRADE 2
35 Hour Week

SECURITY GUARD

GENERAL STATEMENT OF DUTIES: Performs routine building security work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work in this class involves primarily the performance of building security and related tasks of a standardized nature, such as locking doors, signing in building guests, monitoring guest behavior, etc., requiring the exercise of ordinary judgment. Supervisors are available for consultation on new or difficult assignments. The work is reviewed by immediate observation, cross checking, and periodic or spot checks.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK: (Illustrative only)

Provide security presence in assigned County building(s);
Maintain sign in/out log of building guests;
Lock or secure of office doors after normal business hours;
Verify validity of County identification badges;
Monitor behavior of building guests and contact police when necessary;
Responsible for directing occupants to safety during emergencies;
Receive telephone calls and supply routine information, or refer calls to proper party;
Contact supervisor whenever maintenance emergency arises;
Provide assistance and general information to public;
Perform general custodial duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of security procedures and equipment; ability to understand and follow oral and written instructions; ability to write legibly; willingness and ability to adapt to new procedures and changing conditions as required; familiarity with staff, elected officials, and regular building guests; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework

or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

Est. 11/25/03