

Kayenta Township Commission
SECURITY GUARD

Town Manager Department
Overtime Code: Exempt
Pay Grade: 56

DEFINITION: Under general direction, performs security work of routine difficulty; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS: Performs security and watchman duties by patrolling, observing, and maintaining watch over assigned facilities equipment, materials, and supplies, inspects, examines, and checks locks, doors, windows, enclosures, fences, and ages to ensure that they are secure; guards against theft, vandalism, fire, illegal entry or use of equipment and facilities; detects and responds to illegal and questionable activities; defects and reports deficiencies.

Operates communication equipment to report emergencies, vandalism irregular or unauthorized activities and serious violations and threat to the security of assigned area; admits authorized workers into building/facilities after working hours; maintains keys, equipment, facilities, materials and supplies; may be required to prepare and submit reports; observes safety regulations.

Makes minor emergency repairs; performs custodial duties as needed; repairs electrical outlets and lighting fixtures on interiors/exterior walls; answers telephone calls; serves as tour guide greeting visitors, answering questions, providing information pertaining to assigned facilities, may give tours of assigned facilities to visitors, schools, civic organizations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of common fire hazards and prevention.
- Knowledge of automated security system operating capabilities.
- Knowledge of fire alarm system.
- Knowledge of emergency communication systems.
- Skill in reading and writing of the English language.
- Skill in detecting malfunctions in building equipment and other hazards.
- Skill in observing activities going on around one's work area.
- Skill in maintaining constant vigilance while on duty.
- Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate walking with some lifting, stooping, climbing on a regular basis.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and one (3) year experience in responsible building maintenance and security work; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Valid Driver License required

Depending upon the needs of the Township, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.