

SENIOR SECURITY WORKER

Code No. 3-09-106
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This security position is responsible for assisting in the supervision of, and participation in, safety and security measures for grounds and buildings. This position differs from Security Worker by virtue of the performance of activities such as providing oversight to incident report writing, scheduling staff, overseeing contract staff, and troubleshooting issues that arise. The employee reports directly to, and works under general supervision of a Security Supervisor or other higher-level staff member. General or lead supervision is exercised over Security Workers. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Contacts security staff to fill shifts;

Conducts periodic rounds, checking for fire and accident hazards, making sure all windows, doors, and entrances to the building are closed and locked;

Prevents admittance to the premises of unauthorized persons;

Monitors and attempts to prevent disruptive behavior;

Monitors vehicle and personnel movement on property;

Assists local fire department with fire alarms and bomb scares;

Prepares reports and maintains records of activities conducted;

Checks valves, boiler pressure and water level to ensure proper operation;

Assists subordinates with difficult situations;

Confers with staff, adults and students (in schools) concerning safety measures;

Attends orientation, in-service training, and meetings relative to related rules, regulations, policies, conflict resolution and human relations;

Communicates with staff concerning employee or student (in schools) behavior.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of safety and security procedures as related to buildings and grounds; good knowledge of the physical plant and grounds on which employed; ability to enforce departmental rules and regulations; ability to detect and correct fire and accident hazards; ability to maintain order; ability to maintain records and write factual reports; supervisory or lead supervisory ability; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with staff, students (when applicable) and the public; ability to safely operate a motor vehicle; ability to ascend stairs and walk/traverse moderate distances swiftly; ability to dictate instructions clearly and effectively; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency

diploma, plus two (2) years paid full-time or its part-time equivalent experience in an occupation involved with the enforcement of peace and order such as guard, police officer, forest ranger, or armored vehicle guard.

SPECIAL REQUIREMENTS: Current registration as a Security Guard with the New York State Department of State.

If you are appointed you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: July 18, 1991

Disapproved non-competitive State Civil Service July 24, 2000

REVISED: July 10, 2001

REVISED: November 6, 2003

REVISED: February 8, 2018

REVISED: December 5, 2019