



Position Title:	Security Guard I
Department/Project:	
Reports To:	Security Guard Supervisor / Security Guard Manager
FLSA Status:	Non-exempt
Compensation:	As Per Wage Determination or Collective Bargaining Agreement
Work Schedule:	Generally rotating shifts, times, and days as scheduled to meet the requirements of the contract. Night and weekend work may also be required.

SUMMARY

Security Guard I¹ is an entry-level to journey-level position within the security and protective service field of work. Security Guards/Officers in this classification generally provide security services under some limited supervision from a more Senior Security Guard (Guard II), Security Guard Supervisor², or Security Guard Manager³.

Security Guard I is able to perform a variety of fixed-post, mobile, or foot patrols while maintaining situational awareness and making decisions and/or taking actions consistent with established post orders, facility rules, guidelines and protocols. Duties may include work in austere and uncomfortable conditions for prolonged periods of time, including periods of inclement weather, while performing walking, standing, searching, and surveillance or sitting duties essential to the performance of the security functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Keep supervisors and managers informed of unusual occurrences and important events as detailed in post orders, rules, regulations, guidelines and protocols.
- Monitor alarms, radio traffic and other information sources. Dispatch or inform others as needed and authorized.
- Report and appropriately address fire alarms, burglary alarms, requests for assistance and criminal acts; including but not limited to: vandalism, theft, illegal entry or attempted entry, suspicious behavior, domestic or workplace violence, threats, speed or other vehicle violations, illegal drug use, inappropriate use of facility or client equipment or property.
- Stop, screen, inquire, and inspect vehicles and pedestrians entering and/or exiting the facility as directed by post orders, rules, regulations, guidelines and protocols.
- Properly use equipment issued or available for use.
- Prevent passage of prohibited articles onto or off of client facility.
- Escort individuals or vehicles in accordance with post orders, rules, regulations, guidelines and protocols.

¹ The terms Security Guard & Security Officer are synonymous.

² Security Guard Supervisor is generally an employee at the rank of Corporal, Sergeant or Lieutenant.

³ Security Guard Manager is generally an employee at the rank of Lieutenant, Captain, Major or Chief.

- Maintain all necessary licensing, certifications, training and records for legal employment for the Security Guard position; keep and maintain all Security Clearances and documentation necessary for individual sites.
- Use portable radios, phones or other communication devices appropriately and according to established rules.
- Monitor all AFSI and client equipment; guard against loss or damage; report any such loss or damage immediately to a supervisor or manager.
- Perform necessary work regardless of weather conditions.
- Log in Property Pass numbers for authorized property/equipment movements.
- Ensure the security of government property, detaining personnel using the mantrap when needed, and reporting anyone involved with unauthorized property/equipment removal.
- Conduct regular patrols and inspections of buildings and facilities.
- Issue required badges or passes to authorized personnel.
- Monitor electronic access control and report violations.
- Monitor radio-frequency identification (RFID) systems and respond to alarms indicating unauthorized removal of government property.
- Grant access to areas during non-working hours to authorized personnel in accordance with the established procedure and access lists.
- Monitor facility equipment and utility systems and report deficiencies to personnel responsible for repairs.
- Perform random surveillance of buildings for the detection of unauthorized or inappropriate activity.
- Perform random surveillance of fence line for breaches and the detection of unauthorized removal of government property, illegal or inappropriate activity.
- Provide additional security support for scheduled events that may occur during or after duty hours or for unscheduled emergencies as requested by supervisor.
- Maintain activity logs and administrative documents as required by contract.
- Contact, assist, and cooperate with local, state or federal law enforcement; locate, retain and protect necessary evidence; testify as necessary in judicial and administrative proceedings.
- Other duties as assigned.

Decision Making Authority: This position operates strictly within the guidelines established for the position at the assigned site. Any deviations from accepted protocols must be either approved in advance by the supervisor or immediately reported to a supervisor after the incident.

MINIMUM REQUIREMENTS

Educational Qualifications: High school diploma or equivalent

Experience: One year of work experience demonstrating the ability to follow directions, meet attendance requirements and the ability to complete the training necessary to certify with the State.

Certifications: First-aid card and State Guard License or certification preferred.

Pre Hire Screening: Must be able to pass criminal background screen, drug test and physical exam.

Physical Demands: The position may require extensive sitting, watching monitors, walking around the facility outside in rain, wind or other poor weather conditions and kneeling and stooping to look under or inside vehicles or containers.

Prepared & Approved By: Fin M Johnson, Division Manager, Security Management Services

Date: June 27, 2011

Revised By: Annette Brown, HR Manager

Date: June 29, 2011

CONFIDENTIAL INFORMATION: Confidentiality is absolutely essential to this job description. All information gathered is the property of Ahtna and cannot be redistributed to anyone outside the company. AFSI's Confidentiality will be strictly enforced both during and after employment.

PRE-EMPLOYMENT DRUG TESTING: AFSI requires pre-employment drug testing utilizing urinalysis collection. A positive drug test makes the candidate ineligible for employment with AFSI and its subsidiaries.

SHAREHOLDER PREFERENCE: Preference will be given to Ahtna shareholders, shareholder descendants and/or shareholder spouses in accordance with Ahtna's Policy.

ESSENTIAL FUNCTIONS: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others; others may be excluded or cannot or will not submit to proper vetting for security clearances required for individual sites. The requirements listed in this document are the minimum levels of knowledge, skills or abilities

At-Will Employment: This job description is not an employment agreement or contract – implied or otherwise; and employment under this description is an “at will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice. If employed, the incumbent will be subject to this job description and any ratified collective bargaining agreement and / or the service contract act.

Employee Signature

Date