

Class Code: 311
City of Anaheim
Class Specification

Classification:
LEAD SECURITY GUARD

Definition: Under minimal supervision, schedules, assigns and supervises the work activities of full-time and part-time security personnel at either the Anaheim Convention Center or Anaheim Stadium; performs Security Guard duties.

Essential Job Functions: Depending upon area of assignment the essential job functions may include, but are not limited to, the following:

Supervises and trains part-time and full-time employees engaged in security activities.

Schedules security employees through the use of a computerized scheduling system.

Evaluates employee performance, conducts formal evaluations and initiates disciplinary actions through supervisor.

Maintains policies and procedures related to Security functions.

Maintains the computerized I.D. door access system; makes changes to the data base and troubleshoots problems as necessary.

Maintains various spreadsheets, data bases and lists through the use of a personal computer.

Prepares reports on major and minor incidents; prepares logs and a variety of event reports and paperwork. Maintains knowledge of day-to-day event requirements.

Patrols the buildings and grounds performing Security Guard duties.

Patrols and issues citations on public streets and parking lots in the Stadium and Convention Center areas as designated by Anaheim and Garden Grove City Councils.

Locks and closes gates and doors, checking to make certain that equipment and lighting are secured for safety; Issues keys to clients as needed; Installs locks and/or special security equipment as required.

Checks for water and gas leaks or other physical hazards or malfunctions and takes necessary action to have the problem corrected.

Picks up and issues radios; takes identification photographs; receives lost items and requests for recovery of such items; maintains lost and found inventory.

Provides escort for celebrities as needed and for employees after normal working hours; escorts money hauls.

Issues keys and equipment to facility employees.

May conduct research and analysis related to security activities as directed by management.

Performs other job related duties as required.

Minimum Requirements:

Experience: Journey-level experience as a Security Guard.

Knowledge of: City vehicle code and parking laws; methods and procedures of security work; and principles of supervision and training.

Ability to: Maintain interpersonal relations and diplomacy with people; effectively supervise and train subordinates; prepare written reports; schedule employees and make work assignments to meet department needs; communicate effectively both orally and in writing; stay abreast of safety and legal requirements affecting the security operations; and establish and maintain effective working relationships with those encountered in the course of work.

Physical Requirements: Tour facility and/or grounds on a continuous basis which includes climbing ladders, catwalks and scaffolding as a routine part of security patrol and have sufficient night vision.

Note: Possession of, or ability to obtain, a valid California Driver's License by date of appointment. Ability to work any shift, weekends and holidays and emergency call out. Ability to obtain or qualify for CPR training is desirable.

Supervision Received: Works under general supervision. Work in progress and completed work is reviewed on a continuous basis.

Supervision Exercised: Positions in this class provide lead supervision over other employees, and participate in the hiring, firing and discipline processes. Conducts performance evaluations after review of supervisor.

Career Ladder Information: Experience gained in this classification may serve to meet the minimum requirements for promotion to Security Supervisor.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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