

Class Code: 685
City Of Anaheim
CLASS SPECIFICATION

Classification:
SECURITY GUARD

Definition: Under moderate supervision, patrols buildings and grounds of city facilities to ensure security.

Essential Job Functions: Depending upon area of assignment the essential job functions may include, but are not limited to, the following:
Patrols the buildings and grounds of the Anaheim Convention Center, Stadium, Anaheim Hills and Dad Miller Golf Courses and the Civic Center.

Makes Detex system clock rounds.

Patrols and issues citations on public city streets and parking lots in the Convention Center and Stadium area 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

Checks for water and gas leaks and other 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.

Collects and secures money from tour guides.

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

Prepares incident reports, logs and a variety of event paperwork.

Issues keys and equipment to facility employees.

Performs other job related duties as required.

Minimum Requirements:

Knowledge of: City vehicle codes and parking laws; security methods and terminology and equipment.

Ability To: Effectively maintain interpersonal relations and diplomacy with people.

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 good night vision.

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

Supervision Exercised: May occasionally direct part time workers, but does not hire or discipline.

Supervision Received: Works under technical supervision of the Lead Security Guard who makes assignments and periodically reviews work.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Senior Security Guard or Lead Security Guard.

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.

Unit of Representation - AMEA - General & PT
Revised 3/86 - NASH
Revised 2/89 - L. Harvey
Revised 4/92 - V. Kilmurray
Doc CS1302