**Advanced Security Officer Standard Job Description**

**Classification Title:** Advanced Security Officer

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 7

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Austin/Round Rock HSC ONLY | $20.42 |
| DFW HSC ONLY | $20.56 |
| Houston/Galveston HSC ONLY | $21.09 |
| UPD/McAllen | $18.07 |

\*Locations not listed will follow the Bryan/College Station rate.

**Job Description Summary:**

The Advanced Security Officer, under general supervision, provides a secure environment for the building, faculty, staff, students, and visitors who frequent the building. Monitors cameras and alarm systems and patrols the building and grounds to ensure the safety and security of the occupants.

**Essential Duties and Tasks:**

**40%: Patrols Designated Areas**

* Maintains familiarity with the building’s Emergency Occupant Plan and all emergency exits.
* Monitors people in the complex to ensure compliance with posted and published rules and regulations.
* Reports information about all sensitive, critical, or hazardous situations.
* Patrols buildings and grounds to check for suspicious activities of personnel, unlocked doors, fires, and water leaks.

**35%: On-Site Security**

* Provides “on-site” security by assuming specific duties within certain buildings, such as libraries, athletic facilities, and research laboratories, as well as property of TAMU located off campus.
* Operates x-ray/magnetometer systems.
* Monitors access control and intrusion systems, the fire alarm system, and the video surveillance system.
* Monitors radio and intercom communications systems.
* Operates the hydraulic bollard system.
* Reports all irregularities, emergencies, or suspicious activity to the University Police Department.
* Assumes 'high profile' status as a deterrent to criminal activity.
* Provides escorts as needed.

**5%: Special Event Support**

* Provides support duty to University Police during instances of special events, e.g., football games, yell practice.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or any equivalent combination of education and experience.
* One year as a Security Officer or other comparable full-time employment.

**Required Licenses and Certifications:**

* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.
* Level II or higher security officer certification.

**Required Knowledge, Skills, and Abilities:**

* Good customer service skills.
* Ability to work with reduced levels of managerial oversight.
* Ability to communicate effectively with all segments of the campus population.
* Strong interpersonal skills and cooperation skills.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Security surveillance Equipment: 10 hours
* Three-Wheel self-balancing mobile patrol unit: 10 hours
* Computer: 5 hours
* X-ray/magnetometer systems: 4 hours
* Radio: 3 hours
* Hydraulic bollard system: 2 hours

**Physical Requirements:**

* Must be in excellent physical health and stamina.
* Good physical and mental condition.
* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.
* Ability to move light, moderate, or heavy objects.
* Pass a bi-annual full physical. Pass an annual Physical Stamina Performance Standards (PSPS) test.

**Other Requirements and Factors:**

* Subject to random drug testing.
* Physical ability and mental capabilities to properly carry out responsibilities, which require outside working conditions and working rotating shifts with varying days off.
* Applicant must successfully complete a background investigation to include but not limited to driving history, criminal background, and credit history.
* May be required to work weekends, holidays, and hours other than Monday through Friday, 8:00am to 5:00pm.
* This position requires working rotating shifts, including weekends with varying days off.
* Must have the ability to operate a two-wheel self-balancing mobile patrol unit.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**