**Security Officer – Nights Standard Job Description**

**Classification Title:** Security Officer - Nights

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Austin/Round Rock HSC ONLY | $20.25 |
| DFW HSC ONLY | $20.13 |
| Houston/Galveston HSC ONLY | $20.16 |
| UPD/McAllen | $17.51 |

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

**Job Description Summary:**

The Security Officer - Nights, under general supervision, provides a positive image of a concerned and capable security professional through bearing, demeanor and presence as duties are performed throughout campus in a highly visible manner during evening and night hours.

**Essential Duties and Tasks:**

**50%: Security Duties**

* Provides security visibility; provides directions for guests and visitors.
* 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.
* Monitors access control systems and CCTV.
* Provides Security escort upon request.
* Performs scheduled building locking/unlocking and security rounds to include parking and facilities.
* Promotes close working relationships with local law enforcement departments to ensure compatibility of communications equipment, proper access to facilities, familiarity with facilities and campus layouts, and safety for emergency response to facilities and campuses.
* Acts as a deterrent to criminal activity by their presence.
* Due to less managerial oversight during non-business hours, they may be required to make decisions and apply discretion on security issues and criminal reporting issues more frequently than similar positions during business hours.

**15%: Safety Duties**

* Reports safety hazards or maintenance failures.
* Provides response to requests for access to facilities.
* Provides first aid at the scene of a crime or accident and/or summons emergency medical services.

 **10%: Parking Enforcement Duties**

* Enforces parking regulations through assisting campus patrons, assists with traffic control for special functions.
* Provides information to the public regarding parking regulations, locations of parking lots, streets, and buildings.

**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.
* Six months related experience or six months as Security Officer in Training with demonstrated proficiency in all phases of duties performed.

**Required Licenses and Certifications:**

* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

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

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

**Machines and Equipment:**

* Security Surveillance Equipment: 10 hours
* Two-wheel self-balancing mobile patrol unit: 10 hours
* Vehicle: 5 hours
* Radio: 3 hours
* Computer: 2 hours

**Physical Requirements:**

* Light lifting and/or moving of packages.
* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.

**Other Requirements and Factors:**

* Applicant must successfully complete a background investigation to include but not limited to driving history, criminal background, and credit history.
* Physical ability and mental capabilities to properly carry out responsibilities which require outside working conditions.
* Work non-business hours shifts starting at or after 4:00 p.m. and ending at 8:00 a.m.
* Must have the ability to operate a three-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**