



**ADMINISTRATION**  
Human Resources

JOB TITLE: **UNARMED (UA) SECURITY GUARD**

DEPARTMENT: **PUBLIC WORKS**

JOB CLASS NUMBER: **9121**

DIVISION: **WATER TREATMENT**

REVISION DATE: **6.14.2024**

Acceptance – Department Head

**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

The Unarmed (UA) Security Guard is under the direct supervision of the Water Treatment Plant Superintendent and is responsible for maintaining a safe and secure environment by preventing crime and deterring illegal activity.

**EXAMPLES OF DUTIES:**

- **Patrolling:** Walking or driving around the premises to look for signs of intrusion and ensures doors, windows, and gates are secure.
- **Monitoring:** Keeping an eye on security equipment, alarms, and surveillance videos.
- **Access control:** Checking visitors in and out and performing access control.
- **Reporting:** Writing clear and concise reports about incidents, accidents, or suspicious activity, and alerting law enforcement when necessary.
- **Responding:** Assisting with directions and information and responding to emergency situations.
- **Customer Service:** Greeting customers and employees and providing excellent customer service.

**TRAINING AND EXPERIENCE:**

- High School Diploma or a valid GED issued by a State Department of Education
- Must have a minimum of two (2) years' experience in a similar field.
- State-prescribed training, licensing, and registration.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Alert and professional, with excellent interpersonal and communication skills.
- Extensive knowledge of deterring illegal activity and performing access control.
- Knowledge of security industry regulations.
- Experience in documenting security procedures and observations.
- Advanced ability to respond to security breaches and threats.
- Able to inform personnel and visitors of security procedures.

**LICENSES AND CERTIFICATES:**

- Possess a valid State of Louisiana Driver's License
- State-prescribed training, licensing, and registration.

**INTERNAL POSTING PERIOD:** 7/2 - 7/17/24

Position posting goes public after 10<sup>th</sup> day.