

CITY OF BURBANK

SENIOR SECURITY GUARD

DEFINITION

Under direction, to supervise a security staff in the protection of City property and traffic control; do related work as required.

ESSENTIAL FUNCTIONS

Schedules and supervises the work of security guards; observes and controls vehicles, property, personnel entering and leaving City property; responds to issues via the phone, computer, and in person; patrols grounds, buildings, and other installations; ensures that doors, gates, and windows are secure; inspects and controls vehicles entering City property by bending, stooping, and visually examining vehicles; maintains a computerized log of visitors, vehicles "signed-out", and equipment daily usage sheets; operates video surveillance, telephone and radio systems; receives emergency calls and dispatches necessary crews to emergency situations; maintains time records for employees called in after hours; directs traffic in and out of City property; answers telephone and provides information to City staff and the public; accepts applications for new services when offices are closed; responds to the building alarm system; works outdoors; meets established performance standards, and is subjected to prolonged standing throughout the employee's shift; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of supervision; manual and computerized record keeping, and security operations.
- Ability to - comply with departmental regulations; observe unusual situations or events, take proper action, and report necessary incidents; understand and carry out written and oral directions; work rotating shifts; work outdoors in all types of weather conditions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Two years recent experience as a Security Guard or Police Officer.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualification: Graduation from high school or equivalent; and/or CPR and First Aid certification.