

CITY OF BURBANK

SECURITY GUARD

DEFINITION

Under general supervision, to guard and protect property, control entrance to and exit from City property; dispatch emergency crews as required; do related work as required.

ESSENTIAL FUNCTIONS

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, vehicle "sign-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 service 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:

- Ability to – communicate clearly with the public and persons entering and exiting City property; understand and carry out written and oral directions; work rotating shifts; work with minimal or no supervision; work outdoors in all types of weather conditions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

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

SUPPLEMENTAL INFORMATION

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