

Posted: April 18, 2023



POSITION ANNOUNCEMENT

TITLE: SECURITY OFFICER (2)

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

***Located in Playas, NM*

STARTING RATE or SALARY RANGE \$15.00-\$17.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: April 26, 2023*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Performs security enforcement work. Work involves monitoring and/ or patrolling grounds; receiving visitors; inspecting and safeguarding university buildings, properties, and equipment; and directing traffic. Assists in the development of security plans. Assists in coordinating PRTC safety programs, and implementation of those programs to ensure the safety of the University's physical environment for employees, students, contractors, renters, and visitors, and to ensure compliance with applicable university polices and local, state and federal regulations and laws. Creates written incidents reports and logs as necessary during shift. Works under supervision.

JOB FUNCTIONS:

Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. 15%

Monitors, logs, authorizes entrance and departures of employees, visitors, and other persons to maintain security of premises. 10%

Prevents losses and damage by reporting irregularities; informing violators of policy and procedures. 10%

May confront and/ or apprehend persons/ suspects in cases of unauthorized entry into university buildings and work areas, malicious mischief, or other violations. 10%

Controls traffic by directing drivers. Ensures that lights are on or off as required and that doors and windows are locked. 10%

Completes and submits reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures. 10%

Maintains environment by monitoring and setting building equipment controls. 10%

Maintains PRTC's stability and reputation by complying with legal requirements. 10%

Ensures operation of equipment by completing preventive maintenance requirements; following instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment techniques. 10%

Performs miscellaneous job-related duties as assigned. May require working holidays and weekends as necessary. 5%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Lifting, Surveillance Skills, Deals with Uncertainty. Judgment, Objectivity, Dependability, Emotional Control, Integrity. Safety Management. Professionalism/

Reporting Skill. US Citizenship, Valid Unrestricted Driver's License, Must pass a pre-employment criminal background check, Successful candidate must submit to a post-offer, pre-employment physical examination and medical history check, ability to obtain and a maintain a DoD Security Clearance, Ability to be firearms qualified and carry a firearm.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

| | |
|-----------------|---|
| 0 - 15 pounds | F |
| 15 - 30 pounds | F |
| 30 - 50 pounds | O |
| 50 - 100 pounds | |
| 100 + pounds | |

PHYSICAL DEMANDS:

| | | | |
|--------------|-------------|-------------|----------|
| Standing 60% | Sitting 20% | Walking 20% | Pulling |
| Pushing | Lifting 10% | Stooping | Kneeling |
| Crawling | Climbing | Reaching | Other |

Apply to: nmtjobapps@npe.nmt.edu