



Job Description

22nd District Agricultural Association

Classification Title/Code: Lead Security Guard (1984)	Department: Public Safety	
Working Title: Lead Security Guard	Tenure: Permanent	Time Base: Full Time
Reports to: Public Safety Manager (Staff Services Manager I)	CBID: R15	FLSA Status: Non-Exempt
	Supervision Exercised: No (0)	
Name: Vacant	Effective Date: TBD	

The statements contained in this job description reflect the general details as necessary to describe the principal functions of this job. This job description should not be considered an all-inclusive listing of the work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or otherwise to balance the work load.

Position Description

Under the general direction of the Public Safety Manager (Staff Services Manager I), the duties of the Lead Security Guard include, but are not limited to, working in a lead person capacity, guiding and directing the work of security guard staff, guarding and protecting the 22nd District Agricultural Association, maintaining a safe and secure environment for staff and the public, writing and completing reports, assisting and communicating with various agencies, ensuring staff is in compliance with policies and procedures, ensuring staff is performing duties and responsibilities at an acceptable level, reviewing and correcting various logs, reports and requests, reviewing and critiquing DETEX patrol logs, and doing other related work.

Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disabilities may be made, providing that doing so does not impose an undue hardship.

30% Protection and Security of the District Properties

- Patrols assigned areas on foot or in a vehicle of the 324-acre multi-use facility by maintaining high security awareness to monitor, inspect, prevent damage, and ensure protection of the premises.
- Examines access points and the overall grounds, including climbing stairs and ladders to access rooftop areas, to ensure gates, doors, rollup doors, and windows are properly secured and locked and detects any signs of tampering or intrusion and reports problems to appropriate personnel and management.
- Monitors the properties and notes any irregularities, damages, theft, or any other unusual situations by identifying and evaluating information and reporting any safety and/or security issues.
- Inspects electrical devices, plumbing, heating, cooling, and other equipment by actively sensing any irregularities and reports any unsafe conditions to appropriate personnel and management.
- Secures and alarms offices, exhibit halls, and buildings throughout the premises by utilizing security and lock systems and procedures in order to prevent unauthorized entry, theft, or damage.
- Checks security systems and devices to ensure they are working properly when arming and disarming.
- Makes and completes rounds of inspection at fixed intervals by visual inspection of all areas and reports inspection by means of radio, swipe wand, or other devices to verify areas have been checked.
- Ensures tasks and security responsibilities are completed and covered and commits to long hours of work when necessary to reach goals.
- Monitors and responds promptly to alarms and disturbances and investigates circumstances by observing, receiving, and obtaining information from all relevant sources and reports all findings.
- Remains prepared and ready to react to alarms or emergencies and may be the major respondent in unforeseen circumstances and may make calls for first responders (i.e., police, fire, ambulance, etc.).
- Is a role model to security guards and leads and or directs security staff in the protection and security of District properties.

25% Security and Safety of Staff and the Public

- Prevents and detects risks, dangers, damages, injuries, suspicious activities, and unsafe situations by adopting a preventive approach to protect and provide security to staff and the public.
- Maintains stability, public order, and security by using relevant policies, procedures, and strategies in order to promote effective public safety and security operations.
- Manages difficult situations with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to aggressive individuals or adversarial conditions by communicating effectively to resolve problems.
- Follows and adheres to District policies, ensures all safety precautions are adhered to, and leads or directs security staff on appropriate safety procedures.
- Senses unusual situations or crisis, interprets quickly, and acts fast to control the situation.
- Prevents the admittance to the premises of unauthorized persons by checking credentials at gate checkpoint.
- Monitors flow of people and assists with crowd control by using practices and methods of safety in order to prevent unsafe conditions and problems.
- Enforces and ensures rules, regulations, policies, and procedures are obeyed to govern the conduct of staff and the public on the premises by informing and warning violators of rule infractions.
- Responds to calls for assistance regarding minor disputes and confronts difficult situations using proper judgment and tact.
- Escorts unruly people or removes disruptive persons or violators from the premises by using conflict resolution skills to resolve situations and coordinates with appropriate authorities when necessary.
- Responds quickly and correctly during a situation or crisis in order to control the situation by utilizing specific instructions and procedures established by the District.
- Offers assurance to people in distress by providing personal assistance, medical attention, emotional support, or other personal care as needed.
- Uses good judgement and a high degree of tact in dealing with staff and the public and works professionally and communicates with courtesy, respect, and professionalism at all times.

20% Reports, Performance, Reviews, and Critiques

- Prepares incident reports pertaining to missing and/or damaged property, injuries, accidents, lost or found property, or any unusual situation by writing clear and informative reports.
- Compiles information and findings by recording observations, information, occurrences, and activities by expressing ideas and information in written form clearly, succinctly, accurately, and in an organized manner in order to provide accurate and clear reports of incidents.
- Writes clearly and informative reports using the English language conventions of spelling, punctuation, grammar and sentence and paragraph structure.
- Screens/reviews incident reports submitted by Security staff and recommends corrections.
- Performs daily reports of any issues to management by writing logs, warnings, or safety hazards and inputs these in various computer applications as applicable.
- Reviews daily logs, warnings and hazards for accuracy as submitted by Security Staff.
- Provides information to management, and other security guards/Leads by communicating effectively, both orally and in writing.
- Works cooperatively and collaboratively with team members to achieve goals by sharing or integrating information, ideas, knowledge, support, and resources.
- Reviews and critiques daily DETEX Patrol logs, follows up with staff on their patrol duties as related to the DETEX patrol layout and requirements.
- Provides accident investigation results as it pertains to department vehicle accidents, Workers Compensation incidents, and any other incidents or issues requiring an investigation be performed and/or submitted.
- At the end of the year provides management with a comprehensive performance evaluation based on the quarterly discussion with staff on their shift.

15% Assistance to staff and with Various Agencies

- Provides assistance to staff within the department in the form of instruction and/or recommendations to ensure proper, safe and complete task accomplishment.

- Assists with the check-in/out and post location as needed for contract Security. Contacts contract Security Scheduling Department when needed in the event of issues (e.g., no show, late show, not scheduled, last minute needs, request to extend coverage, etc.)
- Assists police, sheriff, fire, and other emergency personnel as needed to find location of problems by reading alarm panels or physically directing emergency or law enforcement crews.
- Assists personnel and authorities in emergency situations (defined as natural disaster including flooding, earthquake, tsunami, etc.) by controlling pedestrian and traffic flow, assisting in the arrangement for transportation of injured individuals, assisting in evacuation procedures, placing sandbags, and/or relocating equipment based on the District's Emergency Operations Plan.
- Establishes and maintains effective working relationships with staff, the public, and various agencies.

Marginal Job Functions

10% Other Related Responsibilities

- Keeps the staff (per their shift) apprised of their performance level at a minimum, per Quarter.
- Provides counseling as needed for poor performance or issues relating to reportable incidents.
- Helps with the check in and out of radios and various equipment as needed in support of shift staff (e.g., contract security, trams drivers, Emergency Medical Technicians, and other temporary staff).
- Performs other duties as directed, requested, or assigned.

Working Conditions

Essential job functions require considerable physical ability and mobility to work throughout the Fairgrounds and other State properties. Work activities involve: prolonged periods of sitting in and driving of vehicle(s) or sitting in a security booth; continuous walking including walking on uneven ground; standing and sitting for long periods other than in vehicle; continuously required to hear, see, smell, and be aware and alert of surroundings; occasionally requires lifting, carrying, pushing, pulling average-weight objects up to 50 pounds or moving objects up to 100 feet; often requires ascending and descending stairs and occasionally ladders; occasionally requires kneeling, reaching, squatting, bending, stooping, and twisting; and frequently requires grasping and repetitive hand movement and fine finger dexterity and fine coordination to operate standard office equipment, security equipment, tools, doors, door knobs, rollup doors, gates, keys, etc.

Work activities involve specific vision abilities required including near vision and far vision; ability to operate vehicles and golf carts; ability to verbally communicate and hear to express and exchange information; see to perform assigned tasks; and read, write, and speak English at a level required for successful job performance.

Outdoor work and exposure to weather is common, although indoor work is required as well while making security rounds. Work involves occasional exposure to the elements consisting of dust, dirt, unpleasant odors, and smoke. Work environment involves some exposure to hazards or physical risk that require following basic safety precautions.

Willingness to conform to the District's uniform requirements.

Attendance, Conduct, And Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the Department's sole discretion; work cooperatively with team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Also, must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.

ACKNOWLEDGEMENTS

EMPLOYEE'S STATEMENT: *I acknowledge that I have read and understand all the requirements and agree to the expectations of the position. I have discussed with my supervisor the duties of the position and have received a copy of this job description. I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor, who will discuss your concerns with the Human Resources Department.)*

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Employee's Name (Print Name)	Employee's Signature	Date

SUPERVISOR'S STATEMENT: *I have discussed the duties of the position with the employee.*

Supervisor's Name (Print Name)	Supervisor's Signature	Date

Human Resources Approval (Print Name)	Human Resources Signature	Date