

Hobbs Municipal Schools Job Description

Position: Security Guard

Supervisor: High School Principal or Assistant Principals

General Job Description: The Security Guard will provide a secure parking lot for the Hobbs High School students and their vehicles.

Qualifications:

1. High School Diploma or GED
2. Some experience in security work.
3. Demonstrated knowledge of security procedures.
4. Be trainable in the area of directing vehicular traffic.
5. Demonstrated aptitude for successful completion of the task assigned.
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Follow district policies and administrative rules and regulations.
4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Know what to do to successfully complete assigned work.
6. Direct traffic into and out of the student parking lot at times of high traffic.
7. Stop incoming traffic which is not permitted on the student parking lot: i.e. NMJC students, ex-students, suspended students, etc.
8. Check students leaving the student parking lot for appropriate permission to leave campus. Send students to the office to obtain appropriate permission if they cannot supply documentation.
9. Provide the necessary security for the student's vehicles during the school day. Periodic unscheduled tours of the lot will be expected in order to reduce the opportunities for theft and vandalism.
10. Direct any student who is loitering in the parking lot to their scheduled class or appropriate principal's office.
11. Make contact with the Principal's office and/or the Hobbs Police Department by two way radio as the need arises to fulfill the above described duties.
12. Wear an identifiable uniform while on duty.
13. Report any unsafe conditions to the principal or supervisor.
14. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

1. Maintain assigned uniforms and equipment.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to working outside in very cold wet temperatures. Must be able to work within various degrees of noise, temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Blood borne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all equipment including current technology particular to this trade.

Terms of Employment:

Salary and work year to be established by the Board.