AUBURN
Human Resources

Security Svcs Rep I

Job Description

JOB INFORMATION

Job Code	NA02A
Job Description Title	Security Svcs Rep I
Pay Grade	CP03
Range Minimum	$33,490
33rd %	$37,400
Range Midpoint	$39,350
67th %	$41,300
Range Maximum	$45,210
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/22/2023

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

Provides security for University property and ensures the safety of Auburn University students, faculty, staff, and visitors by monitoring cameras, patrolling and examining buildings and grounds, watching for and reporting irregularities, dispatching drivers, assisting first responders, and shuttling students to and from areas throughout campus as well as surrounding areas.

RESPONSIBILITIES

- Patrols and maintains constant watch of an assigned area watching for suspicious activities, persons, or signs of theft or damage. Reports emergency conditions such as fire, safety hazards, leaking pipes, disturbances, criminal activity, or breaches of security to supervisor, police department, fire department, or other appropriate emergency response team or entity. Assists first responders by relaying emergency information, locating facilities, and ensuring access to facilities. May act as first responders until appropriate personnel arrive on site. May conduct welfare checks on students, staff, or visitors.
- Keeps unauthorized persons from entering restricted areas by securing buildings and facilities. Secures and opens buildings, offices, and classrooms according to approved schedule.
- Monitors CCTV cameras for criminal activities, assesses control alarms, and ensures all CCTV cameras and monitoring systems are operational. Performs visual tours of areas with a high concentration on foot traffic and report breaches in security, emergency conditions such as fire, safety hazards, leaking pipes, and disturbances.
- Provides assistance for visual coverage or investigation for emergency personnel, bookmarking and archiving important footage for future use
- Operates the night security shuttles to provide safe and reliable transportation for students to and from locations throughout campus as well as surrounding areas.
- Ensures vehicles are maintained in a safe and operational condition. Completes reports and maintains accurate and required records of riders throughout the shift and submits to supervisor at the end of the shift.
- Dispatches security shuttles and security monitors using tools such as two way radios, multi-line phones, GPS system, and dispatch logs.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High school diploma or equivalent.	and	0 years of	Security enforcement or services, law enforcement, military service, or other related field.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Follows detailed instructions and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	and must pass the state driving exam to operate a state vehicle (DDC).		Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting					X	
Lifting			X			25
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.