



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/18
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Guard

JOB SUMMARY

Performs security work in the protection of property against theft, vandalism, illegal entry, and other destructive acts. Responsibilities include periodic patrol of the buildings and grounds, examination of doors and windows, and observation of people and unusual occurrences. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Guard Supervisor or Ranking Officer

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Patrols assigned areas to check for criminal activity, rule violations and irregularities.
- Locks and unlocks buildings.
- Activates and deactivates alarms.
- Warns violators of rule infractions such as smoking and loitering.
- Examines doors, windows, and gates to determine that they are secure.
- Watches for and reports emergencies and irregularities immediately upon discovery.
- Sounds alarm or calls police or dispatcher in case of emergency.
- Enforces University parking rules by issuing parking violations and warnings.
- Prepares incident reports for files.
- Performs courtesy escorts to students, faculty, and staff.
- Assists stranded motorists with jump starts and retrieval of keys locked in vehicles.
- Responds to emergency call-out through the department pager system.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college preferred. Security certification preferred.

EXPERIENCE

Three years security or related experience.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to coordinate work with other employees, providing direct instruction as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Possession of a valid Texas driver's license.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must occasionally lift and/or move more than 100 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,

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sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.