

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY GATE OFFICER

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - 02/16/05

SUMMARY: To perform a variety of duties related to the control and monitoring of access to gated portions of the District; respond to inquiries and telephone calls; operate telephones and two way radio to communicate with other District personnel; and perform other related work as required.

SUPERVISION: Receives direct supervision from the Security Sergeant and/or shift Patrol Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Controls and monitors access to and from gated portions within the District; provides information to District residents and visitors;
- maintains a variety of records and statistics on vehicles and persons entering and leaving District; prepares daily reports of activities; answers telephone;
- responds to phone inquiries, and routes caller to appropriate person;
- operates radio dispatch equipment to communicate with other District personnel; monitors alarm systems;
- issues and maintains keys and other control devices for a variety of buildings and facilities;
- notifies District security personnel, law enforcement, rescue, and fire agencies of emergency situations, including suspect and vehicle identification; assists other department personnel in a variety of basic custodial and maintenance tasks;
- prepare documents and maintain basic records and information files;
- assist in training other Gate Officers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to learn and follow policies, rules and regulations relating to security and crime prevention programs; Learn to record basic data and prepare basic reports; Learn how to operate effectively a variety of telephone and radio communication equipment; deal courteously and effectively with the public; Establish and maintain cooperative working relationships; Speak, read and write at a level required for effective job performance; Understand and carry out oral and written instructions. Operate computer and related gate support software.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Six months of experience requiring extensive public contact involving security and crime prevention functions is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an

employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment may vary due to vehicle noise at the gate.