



## PEACHTREE HILLS PLACE

A NORSON LIVING COMMUNITY

### **JOB DESCRIPTION**

**TITLE:** Security Personnel

**EXEMPT STATUS:** Non-Exempt

**REPORTS TO:** Facilities Manager

#### **GENERAL SUMMARY:**

Security Personnel protects our premises, assets and personnel. This employee will maintain a high visibility presence and prevent all illegal or inappropriate actions.

#### **ESSENTIAL JOB DUTIES:**

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

1. Protect company's property and staff by maintaining a safe and secure environment.
2. Observe for signs of crime or disorder and investigate disturbances.
3. Act lawfully in direct defense of life or property.
4. Apprehend criminals and evict violators.
5. Take accurate notes of unusual occurrences.
6. Report in detail any suspicious incidents.
7. Patrol randomly or regularly building and perimeter.
8. Monitor and control access at building entrances and vehicle gates.
9. Watch alarm systems or video cameras and operate detecting/emergency equipment.
10. Assessing patients' conditions and responsiveness to interventions.
11. Assessing nature and extent of emergency situations and need for additional assistance.
12. Mitigating incidents by helping to control crowds, protecting valuables and performing other duties.
13. Assisting other emergency medical personnel with administering Advanced Life Support.

#### **QUALIFICATIONS:**

1. High school diploma, GED, or a suitable equivalent.
2. Current EMT certification.

3. Current CPR and First Aid certification.
4. Proven work experience as a security guard or relevant position.
5. Ability to operate detecting systems and emergency equipment.
6. Excellent knowledge of public safety and security procedures/protocols.
7. Surveillance skills and detail orientation.
8. Integrity and professionalism.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Running, walking, climbing and/or balancing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**TEMPERMENT:**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to generalizing, evaluation, or decisions based on sensory or judgmental criteria.

**DISCLAIMER:**

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor or HR Personnel Signature** \_\_\_\_\_

**Date**  
\_\_\_\_\_  
\_\_\_\_\_

