

Job Class Code: 7070	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide security for City facilities and grounds. The class is responsible for physical security of facilities, employees, and public, security systems, minor maintenance, and logs or records. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS

- Performs regular rounds of City facilities and grounds to ensure security and inspect for hazards.
- Controls entry to City facilities and controlled areas at designated times.
- Performs telephone watch to receive notice of hazards or problems and notifies appropriate authorities.
- Turns off or otherwise secures facility electrical or other systems as directed.
- Performs minor facility maintenance and maintains logs and records as required.
- May perform office tasks, such as typing, filing, faxing, phoning, and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Compares or inspects items against a standard.
Interpersonal/People Involvement	Serves others such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs semi-routine work solving occasional problems.
Mathematical Requirements	Performs basic addition and subtraction, such as making change or counting.
Language Requirements	Reads basic sentences, instructions, or work orders; writes basic sentences and completes uncomplicated job forms; speaks sentences using basic grammar.
Mental Requirements	Performs clerical and manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others making a few decisions, affecting the individual, coworkers, and the public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of three months of related, full-time equivalent experience.
Special Certifications and Licenses	May be required to be certified by the Department of Criminal Justice Services (DCJS), depending on assignment.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe

City of Chesapeake

Class Title: Security Officer I

and does not necessarily list the essential job functions for a given position in a classification.