



JOB DESCRIPTION

TITLE: Security Guard

DEPT: Physical Plant

REPORTS TO: Security Officer

FLSA: Non-Exempt

SALARY: \$40,000 - \$47,000

Location: Toppenish, WA.

Work Schedule: Monday – Friday, afternoon/evenings shift which may include Saturdays, typically 5PM to 1:30AM

POSITION SUMMARY:

Campus Security Guards are responsible for ensuring the safety and general well-being of all University community members, safeguarding university property and enforcing university policies and rules. Emphasis will be on fostering good community relations and providing professional service. Guards must conduct themselves in a professional manner and display courtesy to all individuals with whom they have contact.

DUTIES AND RESPONSIBILITIES:

- Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learn and use operating practices of the department and Heritage University.
- Upholds the Heritage University Mission Statement.
- Handles confidential information with tact, discretion and in compliance with FERPA regulations.
- Performs security patrols by vehicle and/or foot frequently.
- Reports to the Security Officer and Director of Physical Plant.
- Patrols university buildings and grounds; examines entrances, windows and internal doors to determine that they are secure.
- Responds to reports of irregularities such as fire hazards, facilities malfunctions, physical altercations, accidents and criminal activities.
- Assists university administrators in campus safety and security investigations and prepares reports accurately and objectively detailing incidents on campus.
- Escorts university community members to/from buildings and parking lots.
- Issues verbal warning and parking tickets.
- Interact with local, state EMS and police officials.
- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. A minimum of one (1) year of experience in a security related field preferred.
2. Completion of a high school diploma or the equivalent, associate's degree or higher preferred. Knowledge of all relevant state statutes and local ordinances preferred.
3. Must have a valid driver license.
4. Must be able to obtain CPR and/or first aid certification, and hazardous material training.

5. Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations.
6. Ability to make accurate decisions based on observations and perceptions.
7. Must be able to work well with staff, faculty and students. Must be able to handle situations with tact, diplomacy, and persuasiveness.
8. Basic knowledge of personal computers and applicable software. Working knowledge of report writing and ability to learn report codes.
9. Must be self-directed and able to prioritize assignments.
10. Must successfully pass a criminal background check
11. Must be able to work all shifts including day, swing, night, weekends and holidays.

Physical Requirements:

- Ability to regularly patrol the entire campus area on foot for a full shift.
- Ability to run or jog for short periods during emergency and non-emergency situations.
- Ability to stand at an assigned post for an extended period of time frequently.
- Ability to quickly climb and descend stairs to respond to emergency and non-emergency situations.
- Ability to physically restrain and remove a person using appropriate force.
- Ability to bend, twist, stoop, kneel, crawl, and reach in all directions.
- Ability to lift and carry up to 50 pounds.
- Ability to operate all security-related equipment including radios, surveillance cameras, telephones, computers, fire alarm annunciator panel, fire extinguisher, and 2-way radios.
- Physical ability to perform CPR and first aid, including operating AED equipment.
- Ability to perform job responsibilities under all weather conditions.

BENEFIT PACKAGE (benefit eligible is at least .75 FTE):

- Health Benefits – medical, vision, prescription, and dental
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Programs
- Additional plans are available for purchase. This includes AFLAC and additional life & AD&D insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action