

City of Fort Worth, Texas Job Description

Classification Title	Security Guard		
Job Code:	PS5150	Job Family:	Public Safety
Pay Grade	505	Date Reviewed:	06/03/15
FLSA Status	Nonexempt	Date Revised:	08/15/23

GENERAL SUMMARY

Performs safety and security duties, conducts routine inspections, and provides a variety of general security functions at assigned City facilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Maintains safety and security of the assigned facility. Conducts routine inspections for violations of security regulations, vandalism, trespassing, and tagging. Checks locked doors and gates.
2. Prepares a variety of incident and inspections reports. Maintains and updates various records and logs.
3. Assist law enforcement agencies as needed. Provides information and intelligence. Assists with arrests, escorts, and other services.
4. Assists coordination of special events and provides escorts for dignitaries, military personnel, disabled persons, prisoners, and others as needed.
5. Monitors security cameras inside and outside of assigned facility/complex. Maintains daily security logs and prepares incident reports.
6. Performs related duties as required.
7. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When assigned to Guinn Complex:

1. Conducts routine inspections of the facility for violations of security regulations.
2. Responds to emergencies, including medical problems, criminal activity, and related traffic control incidents and accidents.
3. Monitors and reports maintenance problems to the supervisor.
4. Reports tenants' work requests.
5. Welcomes and directs visitors to be proper and answers customer inquiries.

6. Trains and assists substitutes or second shift officers.
7. Maintains an on-call status for security assistance.

When assigned to Public Events:

1. Maintains convention center safety and security. Conducts routine facility inspections. Secures doors after events and during non-business hours.
2. Writes work orders and reports maintenance problems.

When assigned to the Municipal Court, Marshals Division:

1. Conducts routine inspections of the facility for violations of security regulations.
2. Responds to emergencies, including medical problems, criminal activity, and related traffic control incidents and accidents.
3. Monitors and reports maintenance problems to the supervisor.
4. Responds to visitors' inquiries and directs them to appropriate assistance.
5. Checks doors and gates and logs their status and the time of inspection.
6. Maintains concise and accurate daily security logs, prepares incident reports, and prepares pass-down information for the next shift.
7. Maintains an on-call status for security assistance.
8. Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Pertinent Federal, State, and local laws, codes, and regulations.
 - Methods and techniques of security.
 - Principles of business letter writing and essential report preparation.
- **Skill in:**
 - Making observations.
 - Customer service.
 - Make sound decisions.
 - Listening.
 - Attention to detail.
 - Providing accurate information.
- **Ability to:**
 - Perform minor facility and maintenance repairs.
 - Operate and use maintenance tools, modern multi-frequency radio communications equipment, alarm systems, security cameras, computers, and security office elevator controls; understand the operations & messages in the fire panel, fire extinguishers, wet & dry sprinkler systems, and general office equipment.
 - Work rotating shifts, evenings, weekends, and holidays.
 - Understand and follow oral and written instructions.
 - Work independently in the absence of supervision.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

High school diploma/GED supplemented by specialized training in security, law enforcement, or a related field and two years of increasingly responsible security or law enforcement experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

When assigned to the Municipal Court, Marshals Division

Must be able to meet CJIS requirements.

Must obtain Basic First Aid and AED certification within the first 6 months of employment

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, and balancing.

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

Medium Work – Depending on assignment, positions in this class typically exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.