

# Security Job Description

## Security Officer



### **American Automation Building Solutions, Inc.**

#### **Job responsibilities**

Protection patrol of Clients premises. Officers are to examine doors; windows; and gates as required, to ensure that they are properly secured. Verify identify of employees and other persons who enter the building or designated area.

#### **Other Duties**

Guarding property against (not limited to):

- Damage
- Theft
- Trespassing
- Illegal entry
- Complete hourly patrols
- Complete hourly patrol reports
- Unusual occurrences

#### **Skills and Education**

Be a team player, of high moral integrity, reliable, ability to follow direction at all times, possess good communication skills and willingness to be at work on time and complete duties as required. Ability and willingness to follow post orders, support other officers and Company goals.

Officer must have a High School diploma or equivalent. He/she must be able to obtain a Security Guard License with City & County of Denver. Candidate must be able to pass FBI/CBI Background check, drug test, and physical testing. Also must be able to walk for long periods of time (30 - 40 minutes) and must have own transportation and must be available to work overnight shift.

#### **Physical Requirements**

- Ability to walk at least 8 hours
- Ability to lift at least 30+ lbs. as required
- Ability to run/walk briskly up stairs
- Able to work in a variety or environmental weather conditions ( outdoors, etc.)
- Ability to raise arms completely overhead
- Ability to check job box daily and report accordingly

#### **Wage/Benefits**

- Flexible work hours both FT/PT
- Full benefits package after 60 days
- Base starting wage \$13.00