



## **Job Posting**

### **Position Title:**

SS Security Guard

### **Reports To:**

**Bryan Patrick- Chief of Security**

### **Location:**

Tennessee School for the Blind  
115 Stewarts Ferry Pike  
Nashville, TN 37214

### **Position Description:**

**Summary:** Under general supervision, is responsible for security work of average difficulty in a residential state special school setting. Performs related work as required. Preference

**Distinguishing Features:** This is the entry level class in the security guard subseries. An employee in this class may be assigned to work any shift in providing a full range of institutional and other security activities, such as protection of public buildings. This class differs from that of Security Chief in that an incumbent of the latter is responsible for directing security operations.

### **Specific Position Responsibilities:**

#### **Performing General Physical Activities:**

1. Responds to calls and takes appropriate action to assist in emergency situations.
2. Physically patrols campus at regular intervals to ensure all students, personnel, buildings, and assets are secure.

#### **Performing for or Working Directly with the Public:**



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1. Controls entrance and exit of individuals by checking for identity, purpose of visit and authorization.
2. Escorts individuals as needed to ensure their safety.

#### **Documenting/Recording Information:**

1. Prepares and maintains records such as incident reports, vehicle citations, logs of visitors and others, and property reports

#### **Communicating with Supervisors, Peers, or Subordinates:**

1. Maintains professional written and verbal communication with coworkers and supervisors.
2. Provides information to supervisor via phone, email, or in person to advise of any security concerns.

#### **Communicating with Persons outside Organization:**

1. Communicates with campus visitors and assists them in accessing what they need for the purpose of their visit.
2. Communicates with law enforcement agencies to report incidents, provide information, and/or request assistance.

#### **Monitor Processes, Materials, or Surroundings:**

1. Patrols facilities, monitors alarms, and utilizes audiovisual and security systems (e.g., TV monitors) to check for security, hazards, disturbances, and violations of pertinent laws, rules, or regulations.
2. Visually monitors individuals to ensure safety and compliance with policies, rules and regulations.

#### **Operating Vehicles, Mechanized Devices, or Equipment:**

1. Operates patrol and transport vehicles to complete security patrols or to transport individuals.



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#### **Controlling Machines and Processes:**

1. Operates two way radios, campus wide communication system, and other communication devices to accomplish security tasks.

#### **Establishing and Maintaining Interpersonal Relationships:**

1. Establishes meaningful working relationships with coworkers and supervisors.
2. Maintains confidentiality of student, staff, and other secure information.

#### **Interacting With Computers:**

1. Uses electronic office productivity software (Word, Excel) to perform daily tasks as needed.
2. Enters time and leave requests in electronic databases as required

#### **Updating and Using Relevant Knowledge:**

1. Attends staff trainings and mandatory in-services as required.
2. Maintains first-aid CPR certification.

#### **Qualifications:**

##### **Minimum Qualifications**

**Education and Experience:** Education equivalent to graduation from a standard high school. Valid motor vehicle operator's license.

##### **Preferred Qualifications**

**Education and Experience:** Security, law enforcement, or related experience. Preference will be given to applicants who hold or meet the qualifications to obtain a State Security Officer License

#### **Competencies:**

1. Integrity and Trust
2. Ethics and Values
3. Problem Solving
4. Organizing



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5. Time Management
6. Conflict Management
7. Written Communications
8. Approachability
9. Composure
10. Action Oriented

### **Knowledge:**

1. Basic knowledge of accepted practices for providing security services.

### **Skills:**

1. Organizational skills
2. Time management skills
3. Basic keyboarding skills
4. Social perceptiveness skills
5. Judgment and decision making skills
6. Active listening skills
7. Active learning skills
8. Service orientation skills
9. Verbal and written communication skills

### **Abilities:**

1. Ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion
2. Ability to keep or regain body balance or stay upright when in an unstable position
3. Ability to see details at a distance
4. Ability to see under low light conditions
5. Ability to see objects or movement of objects to one's side when the eyes are looking ahead
6. Ability to tell the direction from which a sound originated
7. Ability to listen to and understand information and ideas in speaking so others will understand
8. Ability to apply general rules to specific problems to produce answers that make sense
9. Ability to communicate information in speaking so others will understand
10. Ability to communicate information and ideas in writing so others will understand



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11. Ability to tell when something is wrong or is likely to go wrong
12. Ability to read and understand information and ideas presented in writing
13. Ability to add, subtract, multiply, or divide quickly and correctly

### **Tools and Equipment Used**

1. Motor Vehicle
2. Golf Cart
3. Surveillance/monitoring equipment
4. Two Way Radio and other communication equipment
5. Computer
6. Phone
7. Printer

Other office related equipment as required

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a comprehensive benefits package is included.

### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [Noranda.French@tsbtigers.org](mailto:Noranda.French@tsbtigers.org). Applications are due by 9/30/2016.

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