

**PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY GOVERNMENT**

POST DATES: 11/12/2015 to 12/03/2015 EEOC CODE: **CLASS CODE:**

CLASSIFICATION TITLE: Night Security Officer (2)

JOB CLASS (GRADE):

HOURLY RATE: \$11.06

WORK WEEK: Varies

WORK HOURS: Varies

DEPARTMENT: Public Works/Administration

DEPT. HEAD: Marvin Land

REPLACEMENT

NEW REQUIREMENT

SUMMARY:

The Night Security Officer is responsible for securing and patrolling property where Public Works' equipment is stored.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Monitors and guards property against fire, theft, vandalism, and illegal entry.
2. Performs hourly rounds of all buildings and grounds.
3. Verifies that all doors are locked and secured.
4. Reports irregularities (broken locks, fire damaged equipment, etc.), and unauthorized personnel to supervisor and/or police.
5. Completes daily reports as required.
6. Monitors a two-way radio system, particularly during mosquito spraying season.
7. Answers the telephone and takes messages as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Night Security Officer must be knowledgeable of the following principles, procedures, and concepts:

1. Knowledge of the grounds and buildings to be patrolled.
2. Knowledge of personnel authorized to enter premises.
3. Knowledge of safe handling and use of firearms, specifically shotguns.
4. Ability to read, write, and perform basic mathematical calculations.
5. Ability to use sound judgment in emergency situations.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Night Security Officer should possess, at a minimum, a high school diploma or GED; one (1) to two (2) years of experience in security- related positions; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid Georgia Driver's License.
- Must pass a basic firearms course administered by Bibb County Sheriff's Office.
- Must be available to work nights and on weekends.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Night Security Officer will be required to travel on occasion.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

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. This position requires light-to-medium demands with intermittent sitting, standing, walking, bending, crouching, or stooping with the occasional lifting of light objects.

WORK ENVIRONMENT:

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. The work environment is both indoors and outdoors with the occasional exposure to inclement weather.

If you feel you qualify for the above position, please obtain an application at our website, www.maconbib.us or at our office located at 682 Cherry Street, Suite 400, Macon, Georgia 31201. Please return with a resume, proof of educational history and letters of recommendation. Applicants who are not selected to fill the position will be notified by mail or email. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

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