

**Island Enterprises, Incorporated**  
**Job Description**

**Position:** Security Guard 1  
**Date:** January 17, 2019  
**Salary Range:** \$15.00 - \$22.00  
**Reports to:** Security Supervisor  
**Position Opens:** January 22, 2019  
**Position Closes:** February 04, 2019

**SUMMARY:** Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following and other duties may be assigned:

Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.

Call Security Supervisor to respond to alarms and to investigate disturbances.

Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.

Drive and transport money and valuables to prevent theft and ensure safe delivery.

Escort or drive motor vehicle to transport individuals to specified locations and to provide personal protection.

Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.

Circulate among visitors, patrons, and employees to preserve order and protect property.

Warn persons of rule infractions or violations, and evict violators from premises.

Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.

Should have knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people and property.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS:** 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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduation or GED and one year of experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents, and procedures manuals. Ability to respond to common inquiries or complains from customers, vendors and employees of the organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, fractions and ratios to practical situations. Ability to express abstract concepts using numbers.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel with frequent hand and wrist movements; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and ability to adjust focus.

**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.

**DRUG FREE WORKPLACE:** The successful candidate will be required to follow the Island Enterprises Inc.'s drug policies.

**INDIAN PREFERENCE:** Preference for Squaxin Island Tribal members is in effect for this position.

**CONTACT:** Human Resources at (360) 426-3442