Auburn University Job Description

Job Title: Security Svcs Rep
Job Code: NA02
FLSA status: Non-exempt

Job Summary
Provides security of university property by patrolling and examining buildings and grounds; watching for and reporting irregularities such as fire, safety hazards, leaking pipes, open locks, disturbances or breaches of security, shuttles students to and from areas around and throughout campus.

Essential Functions
1. Makes regular rounds of an assigned area watching for suspicious persons or signs of theft or damage.
2. Keeps unauthorized persons from entering restricted areas.
3. Maintains constant watch of area assigned and reports emergency conditions to police, fire department etc.
4. May lock buildings on first round and unlock buildings on last round in the morning.
5. Provides safe and reliable transportation for students throughout on-campus locations.
6. Ensures vehicles are maintained in a safe and operable condition.
7. Maintains accurate and required records of riders throughout the shift and submits to supervisor at the end of the shift.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
## Auburn University Job Description

### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills.</td>
<td>Follows detailed instructions and procedures.</td>
<td>Ability to read and write.</td>
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<tr>
<td>II</td>
<td>Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.</td>
<td>Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.</td>
<td>Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.</td>
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</table>

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
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Minimum Required Education and Experience

Level I
Ability to read and write.

Level II
Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education
Some reading and writing

Focus of Experience
Experience in security enforcement

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:
Valid driver's license and must pass the state driving exam to operate at state vehicle (DDC).

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires walking, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012