

---

## Auburn University Job Description

|              |                          |          |                              |
|--------------|--------------------------|----------|------------------------------|
| Job Title:   | <b>Security Svcs Rep</b> | Level I  | Grade 28 \$22,300 - \$37,200 |
| Job Code:    | <b>NA02</b>              | Level II | Grade 29 \$25,000 - \$41,700 |
| FLSA status: | Non-exempt               |          |                              |

---

### Job Summary

Provides security for University property and ensures the safety of Auburn University students, faculty, staff, and visitors by monitoring cameras, patrolling and examining buildings and grounds, watching for and reporting irregularities, dispatching drivers, assisting first responders, and shuttling students to and from areas throughout campus as well as surrounding areas.

### Essential Functions

1. Patrols and maintains constant watch of an assigned area watching for suspicious activities, persons, or signs of theft or damage. Reports emergency conditions such as fire, safety hazards, leaking pipes, disturbances, criminal activity, or breaches of security to supervisor, police department, fire department, or other appropriate emergency response team or entity. Assists first responders by relaying emergency information, locating facilities, and ensuring access to facilities. May act as first responders until appropriate personnel arrive on site. May conduct welfare checks on students, staff, or visitors.
2. Keeps unauthorized persons from entering restricted areas by securing buildings and facilities. Secures and opens buildings, offices, and classrooms according to approved schedule.
3. Monitors CCTV cameras for criminal activities, assesses control alarms, and ensures all CCTV cameras and monitoring systems are operational. Performs visual tours of areas with a high concentration on foot traffic and report breaches in security, emergency conditions such as fire, safety hazards, leaking pipes, and disturbances.
4. Provides assistance for visual coverage or investigation for emergency personnel, bookmarking and archiving important footage for future use
5. Operates the night security shuttles to provide safe and reliable transportation for students to and from locations throughout campus as well as surrounding areas.
6. Ensures vehicles are maintained in a safe and operational condition. Completes reports and maintains accurate and required records of riders throughout the shift and submits to supervisor at the end of the shift.
7. Dispatches security shuttles and security monitors using tools such as two way radios, multi-line phones, GPS system, and dispatch logs.

### 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

| Level | Responsibility   | Knowledge   | Education and Experience*  |
|-------|--|---|--|
| I     | 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.  | Follows detailed instructions and procedures.   | High school diploma or equivalent.   |
| II    | 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. | Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently. | High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent. |

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

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

**Level I** High school diploma or equivalent.

**Level II** High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

---

#### Focus of Education

High school diploma or equivalent.

---

#### Focus of Experience

Security enforcement or services, law enforcement, military service, or other related field.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Certification or Licensure Requirements:

Valid driver's license and must pass the state driving exam to operate a state vehicle (DDC).

---

### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires and lifting up to 50 pounds.

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

Date: 12/13/2018

---