



**DATE ISSUED:** 04/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Guard III

### **JOB SUMMARY**

Performs responsible supervisory and patrol work involving the security of the University community and property. Responsibilities include the active supervision of the guard personnel assigned to a remote campus. Maintains contacts with other security, law enforcement, campus and community entities. Reduces opportunities for criminal activity by preventive patrol. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Public Safety and/or Police Captain

*Supervises:* Guard I and Guard II

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Patrols assigned areas to check for criminal activity, rule violations and irregularities.  
Locks and unlocks buildings.  
Activates and deactivates alarms.  
Warns violators of rule infractions such as smoking and loitering.  
Examines doors, windows, and gates to determine that they are secure.  
Watches for and reports emergencies and irregularities immediately upon discovery.  
Sounds alarm or calls police or dispatcher in case of emergency.  
Enforces University parking rules by issuing parking violations and warnings.  
Prepares incident reports for files.  
Performs courtesy escorts to students, faculty, and staff.  
Secures crime scenes for investigations informing the appropriate agencies.  
Assists students, staff, and visitors with questions of University rules.  
Discusses parking problems and traffic violations with students, staff and visitors.  
Writes reports of offenses and accidents, and reviews reports made by subordinate guards.

Prepares security-related reports.  
Directs traffic and/or providing security for events taking place on campus.  
Monitors proper maintenance and inventory of department equipment.  
Evaluates security personnel under his/her supervision.  
Observes work and safety rules and reports discrepancies.  
Responds to emergency call-out through the department pager system.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required plus twelve hours of college courses.

### ***EXPERIENCE***

Five years of security experience with three years supervision experiences preferred. Any combination of education and experience that would likely provide the required knowledge is qualifying.

### ***REQUIREMENTS***

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Possession of a valid Texas driver's license.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

### **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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move more than 100 pounds.

### **WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The noise level is moderate. The employee may be required to travel.

### **SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***