

# JACKSON HOUSING COMMISSION

## ***JOB DESCRIPTION***

**POSITION TITLE:** Security Officer

**REPORTS TO:** Security Supervisor

**FLSA:** Non-Exempt

**SALARY RANGE:** \$12-\$15/hour

**Job Overview:** Periodically patrols buildings and grounds, completes written surveillance documentation/reports. Ensure the security, safety and well-being of all tenants, visitors and the premises

### **Responsibilities:**

- Identify potential security risks, emergencies and provide assistance accordingly
- Follow JHC protocol for various initiatives, including fire prevention, theft, damage to property, illegal dumping
- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting entry. Report any suspicious activities.
- Complete incident reports and required documentation for all security incidents
- If occasion arises assure visitors have proper credentials for accessing buildings. Unlock doors for tenants who present appropriate JHC identification
- Assist employees and visitors with any concerns they might have
- Escalate emergency situations to law enforcement as needed
- Provide excellent customer service to tenants

### **Qualifications for Security Officer:**

- High school diploma or general education degree (GED) required
- Must have at least 5 years of driving experience
- Ability to pass pre-employment background checks
- Good customer service and interpersonal skills

- Ability to stay level headed and respond quickly in stressful situations
- Proficient written and oral communication skills
- Comfortable kneeling, carrying, bending, walking, and standing for extended periods of time
- Ability to perform continuous physical exertion as needed

**Environmental:** Work inside and outside, lots of walking, climbing, standing, ability to go up and down stairs, exposure to elements, some lifting

**Other Requirements:** Must have and maintain a valid Michigan driver's license. Must have reliable transportation. The ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees, tenants and members of the public. Must be available to work overnight shifts, holidays and weekends.

If interested please submit your resume to [jobs@jacksonhousing-mi.org](mailto:jobs@jacksonhousing-mi.org) or fax to 517 990 0181

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