



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-055
JEMEZ HEALTH & HUMAN SERVICES
SECURITY GUARD

Position Title:	Security Guard	Pay Level:	\$17.00 – \$18.50
Position Open Date:	7/31/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Safety Officer		

POSITION SUMMARY:

Provides for the safety and security of patients, clients, visitors, staff, and property.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

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.

EDUCATION & EXPERIENCE:

High school diploma
Minimum of two years verifiable and successful security experience
Previous work experience with the public in a service setting

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Must be able to obtain and maintain any applicable licenses or certifications.
Must possess, or be able to obtain, certification in each of the following:

- Cardiopulmonary Resuscitation (CPR)
- Automated External Defibrillator (AED)
- First Aid

Must have National Incident Management System (NIMS) IS-100, IS-700, and IS-800 or obtain within three (3) Months of employment.

Trained and certified as appropriate in Nonviolent Crisis Intervention.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

The physical and mental requirements of this job may include the following:

- Seeing, hearing, speaking, and writing clearly.
- Occasional reaching with hands and arms, stooping, kneeling, crouching, and crawling.
- Frequent sitting, standing, and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain.
- Additional physical requirements may include frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds.

ESSENTIAL FUNCTIONS:

- Observes and reports activities and incidents, providing for the security and safety of client property and personnel.
- Makes periodic patrols to check for irregularities and to inspect protection devices and fire control equipment.
- Preserves order and may act to enforce regulations and directives for the site pertaining to personnel, visitors, and premises.
- Controls access to client site or facility through the admittance process; checks in and/or escorts patients, visitor, and outside contractors; assists patient and others into and out of their vehicles.
- Patrols sites on foot or in vehicle; checks for unsafe conditions, hazards, unlocked doors. Security violations, blocked entrances and exits, mechanical problems, and unauthorized persons.
- Assists in directing fire drills or emergency evacuations; responds to alarms.
- Oversees security monitors, cameras, and other surveillance equipment.
- Secures evidence or scene of incident in the event of accidents, emergencies, or security investigations.
- Uses verbal skills to de-escalate disruptive people.
- Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents by calling the appropriate services and containing the event as much as possible.
- Prepares logs, incident reports and other reports as required.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies, procedures and plans.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Surveillance equipment.
- Emergency and disaster response.
- Trained and certified, if necessary, in the use of any non-lethal weapons approved for the position.
- Microsoft Word.

Skill in:

- Exercising good judgment and communication skills.
- Using tact, discretion, patience, emotional control, respect, and prudence in dealing with patients/clients.
- Completing forms, composing, and filing reports.
- Basic first aid.
- Verbal skills to de-escalate disruptive individuals.
- Establishing and maintaining effective working relationships with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Speaking the Towa language.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024