



# City of Tempe

## WATER UTILITIES DIVISION SECURITY OFFICER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	100	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$16.974519
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$22.914423
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Utilities Division Security Officer
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Protective Service

### DISTINGUISHING CHARACTERISTICS

**REPORTING RELATIONSHIPS**  
 Receives general supervision from the Water Utilities Division Security Supervisor or other management staff in the Water Utilities Division.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One year of responsible customer service experience involving public contact. Some experience in the performance of law enforcement or private security duties, either civilian or military, is preferred.
<i>Education:</i>	Equivalent to the completion of the twelfth grade. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. The completion of college courses in criminal justice or degree related to the core functions of this position may substitute for some of the experience requirements. Basic knowledge of Microsoft Windows, Word, Outlook and Excel.
<i>License / Certification:</i>	Must possess and maintain a valid driver’s license.
<i>Additional:</i>	<ul style="list-style-type: none"> <li>• Must successfully complete and pass a polygraph and background check.</li> <li>• Must successfully complete a post-offer physical.</li> <li>• Must successfully complete internal and external training courses similar to other municipal security positions and/or other training deemed necessary by the WUD Security Supervisor.</li> </ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide unarmed security for employees and the general public in and around City Water Utilities Division water production facilities and water distribution and property, by patrolling and observing activities, monitoring ingress and egress of personnel and vehicles, assessing situations, and resolving problem activities or calling the police to respond.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Patrol critical infrastructure areas in vehicle and/or on foot in rugged terrain; observe activities of persons in and around City Water Utilities Division critical facilities and distribution system; assess activities and identify inappropriate or suspicious behavior; tactfully resolve issues with the individual(s) involved; notify police department to respond if inappropriate activity escalates and/or may become dangerous.
- Climb 40 foot ladders to check water tanks; close and open rolling or swinging gates; lower and raise hinged 20 foot camera poles.
- May monitor entrance gates to Water Utilities Division to facilitate ingress and egress of employees, visitors, and vehicles; prevent unauthorized access.
- Perform security checks on doors, gates, and fences at Water Utilities Division facility areas.
- Identify and report unsafe conditions, vandalism, and/or a security breach to all critical assets; maintain logs and write various internal administrative, status, or incident reports.
- Provide information and explanation of policies and regulations to the public, employees, vendors, contractors and visitors as needed. May provide new employee orientation on security policies and practices in the Water Utilities Division.
- Program, operate, maintain and monitor access control security systems, video surveillance systems, portable hand held radios and/or other security equipment as necessary. Provide training to key personnel on security policies and use of security related programs.
- May work with other City departments on security related matters and assist to resolve security issues.
- Maintain confidentiality on security related issues that may arise.
- Attend meetings and training sessions as needed; may provide suggestions for improving policies and procedures.
- Assist the Water Utilities Division Control Center with safety and security issues.
- Communicate via security/portable radios and cell phones.

- Act as a liaison with local police department and, when appropriate, contracted security for the City.
- Work autonomously with minimal supervision while patrolling numerous critical sites throughout the City.
- Accurately read maps to identify critical infrastructure locations.
- Monitor after hour construction activities; provide access and monitoring of those activities as required.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (i.e. pick- up trucks and passenger cars);
- Use tools (i.e. hammers, wrench, screwdrivers, dolly, ladders);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Operate city equipment (i.e. aerial lift, clean cameras, etc.).

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

JOB DESCRIPTION HISTORY
<p><i>Effective July 2002</i></p> <p><i>Revised June 2005 (exp, training, and license changes)</i></p> <p><i>Revised April 2006</i></p> <p><i>Revised July 2008 (title change, job description update)</i></p> <p><i>Revised August 2012 (job duties update)</i></p> <p><i>Revised January 2017 (update physical/mental activities)</i></p> <p><i>Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)</i></p>