**M**



**Position- Security Guard-FT**

**Facility Name- OKC CONVENTION CENTER**

**Location- OKC**

**POSITION: Security Guard-FT**

**DEPARTMENT: Operations**

**REPORTS TO: Environmental Services Manager**

**FLSA STATUS: Non-Exempt**

**POSITION SUMMARY**

Under general supervision, patrols assigned territory to protect patrons and property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Stand guard during events. Tour post periodically to ensure safety of patrons, staff, vendors, participants, and others on site.
  + Handle any disturbances or problems that arise during event or at the facility. If necessary, escort disruptive individual(s) to security office and/or off the premises.
  + Write incident reports and meet with security supervisor to review
* Inspect alarms and fire extinguishers/sprinkler systems to ascertain they are set to Inspect premises for signs of intrusion or tampering.
  + Tour facility, examining doors, windows and gates to ensure they are secure.
  + Assist with crowd control inside and outside of the facility.
  + Control unusual circumstances and events during fire, storms, riots, and other emergencies.
* Respond immediately to emergency situations -- answer alarms and investigate
  + Assist departments, such as Box Office, when handling large sums of high valued items
    - Act in a professional manner with clients, employees, exhibitors, patrons, and others encountered.
  + When necessary, document all shipping and keep record of all keys, radios and other facility equipment that are signed
* Has a neat, professional appearance and comes to work in complete and clean assigned uniform.
  + Comes to work; is on time and completes shift assignments (including overtime, if needed)
  + Be courteous, respectful and responsive to the general public, customers and clients.
  + Project positive and confident professional attitude
  + Customer Service to the highest level
  + Maintain the highest standards of business ethics
  + Other duties and responsibilities may be assigned

**SUPERVISORY RESPONSIBILITIES:**

This position has limited supervisory responsibilities. Carries out any temporarily assigned supervisory responsibilities in accordance with SMG's policies and applicable laws.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**EDUCATION AND/OR EXPERIENCE**

* Must be 18 years of age
* Prefer previous experience in a security role
* Must have a high school diploma or GED equivalent

**KNOWLEDGE, SKILLS AND ABILITIES**

Minimum kinds of knowledge, skills and abilities required to this job:

* Ability to communicate effectively and to prepare, maintain and analyze records
* Skill in: ability to work cooperatively with others; analytical skills; decision making skills; effective written, verbal, presentation and listening communication skills; effective negotiation and mediation
* Ability to handle conflicts, make common sense decisions and exercise proper action during high tension and stressful
* Knowledge of security and safety guidelines, and of laws and regulations that affect security policies, procedures, rules, and operations
  + Knowledge of security technology, CCTV, Door Access System and security project implementation
* Must be able to read, write and understand English
* Must be eligible to work in the United States
* Meet the physical requirements of this position

**CERTIFICATES, LICENSES, REGISTRATIONS**

* CLEET certification within six months of hire
* Be licensed and insured to operate a motor vehicle in the United

**PHYSICAL DEMANDS**

* May spend long hours in sitting, walking or
* Occasionally lift/push/pull objects weighing up to 25 lbs. Rarely lift/push/pull objects weighting up to 50 with or without assistance
* Ability to operate security equipment.
* Manual dexterity - Regularly required to use hands, to finger, handle or feel to handle building keys and open
* Reach with hands and
* Climb or balance and stoop, kneel, crouch and crawl to access different parts of the facility.
  + Visual acuity -- due to the possibility of spending long periods of time viewing security monitors
  + May be exposed to moderate to extreme

**COMPUTER SKILLS**

* Proficient computer skills including the ability to operate computers and security monitors
* Operate a personal computer using Windows and Microsoft Office

**HOURS OF WORK AND TRAVEL REQUIREMENTS**

* Travel negligible
* Shifts vary -- Required to work any shift needed (as scheduled)
* Work extended and/or irregular hours including nights, weekends and holidays as needed.

**NOTE:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Human Resources Manager: Kiara Montalbano

Oklahoma City Convention Center -- Cox Convention Center

One Myriad Gardens, Oklahoma City, Ok. 73102

[kmontalbano@okcconventioncenter.com](mailto:kmontalbano@okcconventioncenter.com)

**No Phone Calls**

All applicants must apply online to be considered. Applicants needing reasonable accommodations to complete the application may contact the Human Resources

***ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.***