

NJWSA Approval
Kelly Dowling
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NEW JERSEY
WATER SUPPLY AUTHORITY
JOB DESCRIPTION

Title: Security Officer WSA

DEFINITION

Performs work of average difficulty requiring the use of independent judgment; provides assistance and protection to persons and property; maintains orderly conditions and takes measures to assure observance of the law; observes and reports significant changes in the conditions of dams, structures, buildings, etc. Participates in the Authority's Emergency Response Program, as needed. Will be required to perform the duties of the job on an emergent basis, outside of normal work hours as needed. Does related work as required.

EXAMPLES OF WORK

Performs all duties as more specifically outlined in the Authority's Security Officer's Manual.

Patrols buildings, grounds, etc. observing conditions of water supply buildings, facilities and other Authority property, etc. Makes written and verbal reports of findings and completes various reports and logs. Notes and reports conditions which constitute dangers and hazards. Record time and date log entries to document locations patrolled. Deactivates and rearms electronic surveillance and alarm systems as needed. Verifies and reports on the operation of various types of water measurement instruments and makes record of water levels as directed. When articles of value are found, turns items over to the custody of the appropriate supervisory employee.

Fosters order and decorum in the assigned office and other areas. Deters unauthorized persons from entering buildings and grounds. Takes needed actions as to suspicious persons and conditions and reports significant actions, occurrences, and conditions. Uses independent judgment to determine whether to confront, question, and request departure of trespassers/suspicious persons, or to immediately request police or other appropriate assistance and begin surveillance. Security Officers shall not "detain" any individuals. Uses judgment to determine whether to immediately or later report actions, occurrences, or conditions. Determines the facts regarding complaints involving misconduct, suspicious behavior, or illegal activities on the part of the public and reports findings. Makes court appearances to testify as to illegal activities of unauthorized individuals discovered on Authority premises.

Determines nature of alarm(s), reports conditions, and takes appropriate actions as directed or as needed.

Coordinates actions with other security, police, or related outside agencies. Operates radios, telephones, fax machine, paging system etc. and sends and receives messages. Maintains appropriate records of communications. As directed: acts as courier/messenger. Visually inspects parcels and mail to detect any suspicious packages, letters, etc.

Takes appropriate steps to physically open and close office(s) and/or building(s).

Assists in the implementation/coordination of the Authority's Emergency Response Program. Observes and assists in the determination of the severity of emergency conditions. In the event of a Dam Breach, the Security Officer must initiate alert/evacuation procedures.

Directs pedestrian and automotive traffic on Authority property and parking areas. Directs visitors, provides information to callers.

May assist when injuries, accidents or illness occur; summons first-aid squad or other emergency responding agency. May transport employees and/or members of the public in Authority vehicles. Maintains record of vehicle usage. Maintains security vehicles.

Observes and reports weather and travel conditions and participates in communicating late openings, office closings, etc. As directed, calls employees at home and request they report for emergency work.

REQUIREMENTS

Experience: one-year experience in the safeguarding of property and persons or the equivalent in military service.

License: Appointees must possess a motor vehicle operator's license valid in NJ.

Basic Knowledge: the problems which arise in safeguarding buildings including dams and pertinent structures and the procedures used in dealing with such problems; the problems that arise in safeguarding Authority property and equipment of varied types; the methods used in maintaining order in the buildings and grounds and in controlling and regulating vehicular traffic in designated public areas in order to assure safety, reasonable rapid movement of traffic and a minimum of interference.

Ability To: recognize and report emergency and/or potentially dangerous facts and conditions; remain calm and decisive in emergencies and take effective independent actions; acquire basic knowledge of effective methods in dealing with people and incidents; learn to respond to and activate/deactivate electronic surveillance/alarms systems; learn to read and record water flow and/or water level readings; learn quickly from oral and written explanations and from demonstrations; comprehend, analyze, interpret and apply laws, rules and regulations to specific situations; deal courteously but effectively with people; coordinate activities to ensure that offenders are removed from premises with a minimum of disturbance; take actions to prevent fire, theft, vandalism, disorder and/or damage or loss of property, etc. and prevent harm to people; take and maintain a firm and correct stand when controversies arise; write simple factual reports and keep records; effect routine coordination with other agencies; operate radio, telephone and other communications systems; implement/coordinate the Emergency Response Plan Program; deliver parcels, etc.; read and understand the security manual; appear and testify in court as a witness; work rotating or night shifts, and/or rotating work days; perform all assignments safely; read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they perform the essential function of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALARY RANGE 13: A forty (40) hour fixed workweek position. Shift work as required

Eligible for promotional reclassification to Security Officer First Class WSA after completion of one year of satisfactory work experience as a Security Officer WSA.