

**DEPARTMENT:** Security  
**JOB TITLE:** Public Safety Associate  
**REPORTS TO:** Security Manager/ Supervisor  
**SUPERVISES:** None  
**FLSA:** Part-Time Hourly/Non-Exempt

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### **POSITION SUMMARY**

Under direct supervision, maintain security of facility and grounds by preventing crime and vandalism. Maintain and monitors all physical security items such as key control, card access and video surveillance system, etc. Maintain traffic and parking control and enforcement of traffic and parking regulations.

### **MAJOR RESPONSIBILITIES**

- ◆ Conducts interior and exterior rounds and reports unusual events.
- ◆ Documents all notable events in security logs.
- ◆ Intervene in disturbances/incidents to maintain peace or restore order and document all incidents on the proper forms.
- ◆ Must follow all policies and procedures completely including notifying the chain of command of safety and security incidents.
- ◆ Serves as informational source to public for building activities during events.
- ◆ Check in and out keys, radios and other safety items.
- ◆ Perform proper shift turnover to include pass down log review.
- ◆ All other duties/responsibilities as assigned.

### **WORKING CONDITIONS**

Position requires excessive standing, step climbing and walking; indoor and outdoor working conditions; extended and/or irregular hours including nights, weekends and holidays, as needed.

### **KNOWLEDGE, SKILLS & ABILITIES**

- ◆ High school or equivalence diploma preferred.
- ◆ Must have a valid Virginia vehicle driver's license.
- ◆ Must have one (1) year security experience and/or similar training or experience.
- ◆ Must be able to follow explicate verbal or written directions.
- ◆ Must be able to communicate precisely and accurately all facts surrounding an incident.

This description portrays in general terms the type and levels of work performed and is not intended to be all inclusive or to present specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. **SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRRA Federal Contractor.**