



MESCALERO APACHE TRIBE JOB DESCRIPTION

JOB ANNOUNCEMENT

Position Title: Night Security Guard

Department: Center Maintenance

Supervisor: Night Supervisor

Open date: November 24, 2020

Grade: NE 3 (\$10.00)

open until filled

Job Summary

Responsible for the security, monitoring and protecting of tribal property and its surroundings, staff, visitors, and all other vendors within the premises of the administration against criminal activity, damage, and theft of property or on others in the evenings. The incumbent will be stationed at a designated area and must patrol on foot and in vehicle in those, certain parameters of the area designated. Incumbent will value, respect, and remain honest, in all situations and to all individuals.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Conducts security patrols walking, /and in vehicle of the designated area which may include all facilities, grounds, and other assigned areas to prevent theft, vandalism, burglaries, and other illegal criminal activity.
- Maintains logs of all activity throughout shift.
- Notifies local police for the presence of unauthorized persons.
- Prepares and submits reports as required, including patrol log.
- Surveys areas for unauthorized persons, or other suspicious activity.
- Conducts a shift debrief with the on-going staff before exiting.
- Must be able to communicate clearly and concisely in writing and verbal.
- Surveys areas for unauthorized persons, vehicles and monitors for fire.
- Informs and warns violators of rule infractions.
- Checks and ensures building and other areas are secured and locked.
- Attends training classes and seminars on security methods, techniques, safety, first aide, and related law enforcement activity.
- Performs other duties as assigned.

Minimum Qualifications

- Must have a High School diploma or GED.
- A minimum of six months' work experience in a security, law enforcement or related work environment.
- **Must have a valid NM Driver's License.**
- Must be able to work various shift and schedules.
- Must be team oriented and take direction well.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of safety operations and procedures, safety methods and practices.
- Skill in observation techniques.
- Ability to work extended hours and various work schedules.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to follow instructions in verbal and written format.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to exercise independent judgment.
- Ability to use good judgment and foresight.
- Must be able to attend training classes and seminars on security methods, techniques safety, first aid, and related law enforcement activity.

Physical Demands

While performing the duties of this job, the employee regularly is required to walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee occasionally is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Work Environment

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote, steep, rugged, mountainous areas with unimproved dirt roads and trails. Situations may occur where prolonged sitting, driving, walking, or waiting is required. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required. There is frequent interaction with the public. Travel may be required.