

# CLASSIFICATION ADDENDUM

## Job Title: Security Attendant

Classification Specification: Maintenance Assistant

Barg Unit: AFS

Pay Grade: A12

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Security Attendant monitors activities in City Hall and the Museum, secures these buildings and their surrounding grounds, and assists in administering City policy relevant to the use of these facilities and grounds. Reports accidents, property damage, and building equipment malfunctions to the supervisor, designated contractors, or police; monitors heating/cooling in the public meeting rooms and makes adjustments to thermostats as necessary; may assist in the setup and minor cleanup of public rooms; maintains records. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of building security, to include both interior and exterior environments.

#### Licensing Requirements:

- Must be certified by the Oregon Board on Public Safety and Training (BPSST), as a Private Security Officer, or be able to obtain the certification within 90 days of appointment.

#### Knowledge:

- Building security procedures;
- Enforcement of procedural rules and regulations.

#### Skills: *(Demonstrated skill in performing the following)*

- Following City policies and procedures and responding effectively in emergency situations;
- Working independently;
- Determining the correct action to resolve problems;
- Remaining alert in noticing and reporting unusual circumstances and incidents;
- Learning, understanding, and carrying out City policies relating to the protection of City property.

**Qualification For Grade Progression:** N/A

### Physical Requirements Addendum

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Medium Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

### **Addendum History**

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