



Office of Human Resources  
Security Officer - LN1926  
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### General Statement of Duties

Patrols, monitors, and inspects all areas for any irregular or unauthorized activities or unsafe conditions.

### Distinguishing Characteristics

This class performs first-line security duties at various city facilities. This class is distinguished from Security Supervisor which performs first-line supervisory duties over employees performing security duties.

### Level of Supervision Exercised

May perform lead work on a job-by-job or rotating basis.

### Essential Duties

Monitors video and physical alarm systems, fire protection and HVAC systems, and radio traffic within the building.

Performs telephone reception duties, transfers calls, takes messages, and dispatches assigned security personnel.

Checks entire building each shift and secures points of entry, exit, and all interior areas.

Responsible for monitoring entry and exits and securing the building and lights at opening and closing.

Enforces patron and staff compliance with general safety and security rules and regulations, and performs CPR or renders first aid as necessary.

Investigates thefts and disturbances on property, detains suspects as necessary for search or arrest, and notifies supervisory personnel and police. May testify in court proceedings.

Reports fires, acts of vandalism, theft, illegal entry, and any other unauthorized or irregular activity to security supervisor.

Assists customers by providing facility, exit, and lost-and-found information. Observes all common safety practices. May assist in the coordination and checking of work completed by other employees for various short term projects.

Some positions may perform transport duties for business-related purposes and act as relief for shipping dock personnel.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of building safety and security sufficient to be able to respond to a variety of emergency and urgent situations.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe working environment.

Knowledge of CPR and first aid techniques sufficient to be able to perform lifesaving measures and render first aid when needed.

Skill in utilizing video and alarm system equipment.

Skill in securing buildings with several points of entry.

Skill in enforcing rules and safety regulations.

Skill in investigating information relative to the work assignment.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

One (1) year of experience working with security and safety issues, including reporting unauthorized activity or emergencies.

### **Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Requires possession of an Unarmed Business Guard License issued by the City and County of Denver at the time of employment.

Current certification in first aid and CPR by the American Red Cross required at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

For DPL Positions Specifically:

Potential exposure to infections and contagious diseases  
Subject to injury from moving parts of equipment  
Potential exposure to unpleasant elements (accidents, injuries, and illness)  
Subject to varying and unpredictable situations  
Handles emergency or crisis situations  
Subject to many interruptions.  
Potential exposure to cold temperatures, cold enough to cause bodily discomfort.  
Potential exposure to cold weather conditions (indoor/outdoor).  
Potential exposure to hazardous conditions where there is danger to life, body, and/or health.  
Potential exposure to infections and contagious diseases.  
Potential exposure to risk of blood-borne diseases.  
Personal Safety: aware of surroundings, people, and events.  
Subject to bites and scratches from animals.  
Subject to varying and unpredictable situations.  
Subject to: traffic, roadways, and pedestrians.

### Level of Physical Demand

For DPL Positions Specifically:  
3-Medium (20-50 lbs.)

### Physical Demands

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility Ability to move quickly and easily.  
Standing: Remaining in a stationary position.  
Walking: Ability to move or traverse from one location to another.  
Sitting: Remaining in a stationary position.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Carrying: Transporting or moving an object.  
Pushing: Exerting force upon an object so that it moves away from the person.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Climbing: Ascending or descending an object or ladder.  
Balancing: Maintaining equilibrium.  
Stooping: Positioning oneself low to the ground.  
Kneeling: Assuming a lowered position.  
Crouching: Positioning body downward and forward.  
Crawling: Moving about in a low or crouched position.  
Reaching: Extending the hands, arms, or other device in any direction.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Talking: Communicating ideas or exchanging information.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Repetitive motions Making frequent or continuous movements.

Eye/hand/foot coordination: Performing work through using two or more body parts or other devices.

Standing/Walking: Moving from area to area and public contact.

Written Comprehension: Ability to discern the meaning of written words

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Depth Perception: Ability to judge distances and space relationships.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Color Vision: Ability to distinguish and identify different colors.

### Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Licenses/Certification

### Assessment Requirement

None

### Probation Period

None

### Class Detail

**Pay Grade: N-609**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**