

Company Job Title: **Armed Security Guard**

Clearance: Background Screening/Reference Check

Location: **Creswell, OR**

Reports To: Security Director

FLSA Status: Regular, Full Time, Hourly Non-Exempt

Prepared Date: 08-02-2017

Approved Date: 08-02-2017

*******Contingent upon award of contract*******

Summary:

- The **Armed Security Guard (ASG)** is primarily responsible to perform protective service work such as guarding dispensary employees, protecting leased buildings and property, protecting dispensary equipment and material, and controlling access to secured areas from employees and visitors. The **ASG** will respond to emergencies, enforce government regulations, and conduct crowd, parking, and traffic control, inspections, and perimeter and internal access control. The **ASG** does not act in the capacity of a law enforcement officer, and has no arrest or apprehension powers outside of authorities granted by ORS 133.225 (Arrest by Private Person). The **ASG** is armed with a side arm, shotgun, or other weapons as required.

Essential Duties and Responsibilities: (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position)

- Required to follow all company personnel and safety policies, and perform all assigned duties in a safe work manner.
- Will arrive at work in proper uniform and carrying needed, issued equipment
- Will be required to exercise force up to and including deadly force
- Will participate in daily briefing from security personnel, receive assigned post, and copy any extra instructions
- Will carry out general and special orders for post assigned
- Will communicate via radio, telephone and orally according to orders
- Required to interact and escort as required with public and government personnel.
- Will provide access control, traffic control and conduct walking and motorized armed security functions

- Will be responsible for cleanliness of uniform and equipment assigned.
- Will follow applicable standard operating procedures and government regulations pertaining to security of weapons, buildings, personnel, property and equipment.
- Will conduct personnel, vehicular, building, & facility checks and package & parcel inspection
- Must be able to work flexible hours to include weekends and holidays.
- Will track and log daily activities and deliver a report to his/her supervisor as well as oncoming shifts regarding any pertinent information
- Will monitor camera feeds and manage alert systems as needed

Non-Essential Duties:

- Other duties as assigned

Supervisory Responsibilities:

- NONE

Minimum Qualifications:(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.)

- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.
- Minimum High School Diploma or GED.
- Must be at least 21 years of age.
- Experience preferably with a civilian police force, military police force, or civilian security guard organization.
- Successfully completed all training and have obtained all required permits, licenses, certifications and security clearances for the site. (See <http://www.oregon.gov/dpsst/PS/Pages/Armed-Security-Professional.aspx> for more information regarding licensing and training)
- Must possess and maintain a valid state driver's license.
- Must speak, read, write, and understand the English language, apply written rules, detailed orders, instructions and training material.
- Must have or be able to obtain current State Armed Security Officer Registration.
- Be able to obtain Armed Security Guard License, as required by the state.
- Be able to obtain Unarmed Security Guard License, as required by the state.
- Be able to meet any Federal, State, or Municipal requirements to work as an Armed Security Guard.

- Have no record or history of illegal drug use, sale, possession, or manufacture during the previous five years (excluding marijuana).
- Have no felony convictions and no convictions that reflect on the individual's reliability including those crimes classified under the Lautenberg Act.

Knowledge, Skills and Abilities:

- Skill in operating a personal computer and standard office equipment.
- Must have efficiency of a variety of computer software applications such as word processing, spreadsheets, database, (MSWord, Excel, Access, PowerPoint), and Outlook.
- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Diversity:

- Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics:

- Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to stand or walk while communicating with staff or visitors; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

- Must successfully complete a pre-employment variation of the physical agility test (PAT) and annually thereafter as prescribed by the government.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The employee will normally work in a temperature-controlled office environment, with frequent exposure to electronic office equipment.
- During visits to areas of operations, may be exposed to extreme cold or hot weather conditions. Is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and loud noise.

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Organization

One Gro Investment Group

Recruiter

Daniel Charles

Chief Investigator/Director of Security