

Metropolitan Exposition-Recreation Commission

Title:	Facility Security Agent/ Relief Security Agent, On-Call	Bargaining Unit:	ILWU Local 28
Job Code:	8260, 8132	Established:	
Pay Range:	300	Revised:	March 24, 2004
FLSA Status:	Non-exempt	EEO Category:	Protective Service Workers

CLASSIFICATION DESCRIPTION

Provide protections of MERC facilities against trespass, vandalism, theft, fire or other threats through patrol of facilities.

DUTIES AND RESPONSIBILITIES

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Patrols assigned MERC facilities on foot, at times walking, at times running; checks in at computer watch clock stations at appointed times.
2. Investigates suspicious persons or activities.
3. Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
4. Assists medical personnel by directing traffic, crowd control and securing needed equipment.
5. Checks facilities and equipment for needed maintenance and repairs; turns lights and alarms on and off.
6. Maintains time, equipment use and incident records.
7. Maintains radio communications with supervisors and other security agents.
8. Monitors the entry and departure of persons at the stage door.
9. Monitors fire alarms and determines validity; monitors closed circuit television (CCTV), and building access system, and calls for help; assists in the evacuation of patrons and employees in emergencies; provides medical assistance.
10. Apprehends, detains and arrests persons who violate local, state and federal laws.
11. Performs other related duties as assigned.

JOB SPECIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma or GED and one year of responsible experience in providing security for a large facility or any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities. Possess or have the ability to obtain an unconcealed weapons permit. Possess or have the ability to obtain a CPR/AED certification and a First Aid certification. Possess or have the ability to obtain a DPSST certification.

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KNOWLEDGES, SKILLS AND ABILITIES

- Materials, methods, practices and equipment used in facility security services
- Safe work practices
- Maintain operational records and prepare related reports
- Establish and maintain cooperative working relationships with those contracted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Work shifts as necessary
- Walk up to ten miles per day
- Read and follow building blueprints and schematics
- Read and comprehend event-related documents for information relevant to position duties
- Use a two-way radio
- Read and comprehend Fire Alarm System panel to determine location of fire
- Conduct tours of the facility
- Adjust lighting from a control panel
- Accurately assess a medical situation and respond appropriately
- Correctly complete and issue a Multnomah County Parking Citation
- Run from one area of the facility to another in an emergency situation
- Chase, apprehend, detain and arrest suspect
- Protect one's self in an altercation

WORK ENVIRONMENT

This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. Mental activities required by the employee in this position include dealing with highly stressful situations, decision making, interpersonal skills, teamwork, creativity, customer service, use of discretion, problem analysis, negotiation, and the ability to perform math and to read, write, speak and understand English. Required physical activities can include frequent walking, frequent running, talking, repetitive motions of hands and wrists, sitting, hearing and lifting, pushing, pulling, and carrying objects up to 20 pounds. Incumbents in this position need to be able to stoop and crawl in tight spaces. Incumbents in this position may be exposed to hazardous conditions related to natural and intentional disasters and threats including firearms. Incumbents in this position may be exposed to inclement weather conditions.