

SECURITY GUARD
Housing Authority of the City of Pittsburgh

DEPARTMENT: Public Safety	LOCATION: Various	ACCOUNTABLE TO: Public Safety Liaison
UNION STATUS: Non Union	FLSA STATUS: Non Exempt	SALARY: \$9.00

SUMMARY:

Provide coverage at community "Welcome" stations and lobby areas of Hi-Rises and Housing Communities and implement security plan. Incumbent will greet and announce visitors, communicate with other guards and law enforcement officials, check I.D.'s, and maintain visitor registries. Also responsible for producing daily logs and reports. Must display effective and appropriate communication skills and mature interpersonal skills. Position requires working shifts to facilitate 24-hour coverage. May be required to monitor and operate security equipment/machinery. Attention to detail during work hours essential. Employment requires City of Pittsburgh residency. Must have valid PA driver's license and use of vehicle during work hours.

TRAINING AND EXPERIENCE:

H.S. graduate or GED required. Must have one year of work experience, preferably in a security related position.

SKILLS, KNOWLEDGE AND ABILITIES:

Ability to communicate effectively and appropriately, both verbally and in writing is essential. Must display mature demeanor and interpersonal skills at all times. Position requires incumbent to act calmly in normal and stressful situations. Must be willing and able to work a variety of shift hours and days in order to ensure 24-hour coverage of work site. Will occasionally work overtime on short notice. Must be able to operate equipment and machinery used for security implementation. PA driver's license and use of automobile during work hours is required. Employment requires City of Pittsburgh residency.

DUTIES AND RESPONSIBILITIES:

- Greet residents and visitors, at Hi-Rises, Housing Communities or other HACP properties as assigned;
- Establish and maintain radio/telephone contact with other security personnel
- Observe and report any irregularities to appropriate persons/agencies immediately.
- Complete information required on Visitor Parking passes, maintain record/log of same
- Maintain activity logs and security check-in records; submit daily.
- Prepare and submit special reports/ incident reports to record any incidents out of the ordinary daily.
- Perform other related duties as directed by supervisor or other law enforcement personnel assigned to monitor/supervise security guards during shift.

- Assist residents and visitors; electronically open locked building entrance doors; register visitors in visitor registry and confirm identification; call and announce visitors to residents; verify guest requirements and/or privileges to visit building; assure that visitors log out at departure.
- Conduct internal and external security checks of all building areas including entrances and exits on foot. Correct any breaches in security and/or report to supervisor immediately.
- Monitor outside peripheral and inside areas of buildings via security television monitors.
- Observe and report any irregularities to supervisor immediately.
- Maintain Hi-Rise roster of residents and current visitor registry; take resident inventories in the event of building evacuation; provide information to public safety official in order to assure safety of all residents and visitors.
- Maintain updated Exclusion list and other related documents at security post.

PHYSICAL REQUIREMENTS:

Speaking, hearing, pushing, pulling, carrying, grasping, driving, digital manipulation required. This work usually requiring no more than 10 lbs of force on a frequent basis. May occasionally be required to exert up to 10 lbs (lifting & carrying). This work may include climbing stairs at high-rise buildings. This work requires long periods of standing and walking.

ATTENTION: If you are interested in this position, you **must** indicate your interest by writing to:

Human Resources Office
200 Ross St., 1st floor
Pittsburgh, PA 15219

You must re-apply for each posting.

An application prior to this posting may **not** be considered.

NOTE: "A condition of employment with the Housing Authority City of Pittsburgh is the understanding that the employee will be transferred for assignment in accordance with the needs of the Authority. Refusal of transfer to any Authority Office throughout the City will be considered sufficient cause for dismissal."

NOTE: If you have a disability and would like a reasonable accommodation to participate in the application, hiring, testing, or employment process, or in the course of employment, please make your request to the Human Resources Department. You may ask for an accommodation any time during the application process or throughout your employment at HACP. HACP will make every effort to meet all requests that are reasonable and that would not result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

EMPLOYMENT REQUIRES CITY OF PITTSBURGH RESIDENCY

POSTING DATES: October 14, 2009 until filled

AN EQUAL OPPORTUNITY EMPLOYER