



**University of Texas at El Paso
Job Description**

Job Code: 6341
Job Title: Senior Guard
Department: University Police
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 26, 2010

Summary: Enforces rules and regulations of The University of Texas System Administration pertaining to safeguarding of employees, building, and property.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Assists with the supervision and management of guard staff.

Assists with the coordination and ensures delivery of quality training for Guards.

May be required to appear and testify, as a witness, in court.

Ensures all personnel entering the complex are properly identified.

Provides information to visitors as to the location of buildings and offices

Patrols buildings and grounds, by foot, vehicle, bicycle and other means to check for unauthorized subjects, fires, water leaks, and general building security, reporting all irregularities, emergencies, or suspicious activity to the University Police Office.

Maintains daily activity log; writes reports on incidents occurring at the University.

Monitors fire and intrusion alarm system.

Issues traffic and parking violation citations.

Periodically apprehends suspects in cases of prowling, unauthorized activity, malicious mischief and the like.

Directs flow of traffic.

Assists with setting roadblock equipment.

May assist with dispatch duties.

Aids patrons with car problems and provides escort for safety reasons.

Must be available for On-Call duty.

Maintains knowledge of penal and transportation codes.

Must be able to work various shifts as assigned.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.



Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: High school diploma or general education degree (GED).

Minimum Experience required: Three years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Applicant must have reached his/her 21st birthday on date of employment.

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 frequently required to sit, stand, walk, climb, reach, talk, listen, write and read. The employee is occasionally required to run, restrain individuals, and may be exposed to physical conflict.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to outdoor activity. The employee is occasionally exposed to indoor activity and work under hazardous conditions. The noise level in the work environment is usually moderate.

****Special Conditions: Successful candidate will undergo an extensive background and reference check and will be given a conditional offer of employment pending the outcome of background check.**