



## POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>SECURITY OFFICER I</b>
<b>TYPE OF VACANCY:</b>	<b>STAFF</b>
<b>REPORTS TO:</b>	<b>SENIOR SECURITY OFFICER</b>
<b>DEPARTMENT:</b>	<b>UNIVERSITY POLICE DEPARTMENT</b>
<b>SUMMARY:</b> The Security Officer is responsible for enforcing the University's rules, parking and traffic regulations, and providing other security and safety related services.	
<b>DUTIES AND RESPONSIBILITIES:</b> The position of Security Officer I is required to perform a variety of tasks including but not limited to the following: <ul style="list-style-type: none"><li>• Patrol assigned areas on foot or using assigned vehicles to ensure personnel, building, and equipment are secured;</li><li>• Inspect doors, windows, and gates to ensure that they are secure;</li><li>• Monitor closed buildings for unauthorized persons and/or suspicious activities;</li><li>• Enforce University standards as it relates to loitering, smoking and the carrying of forbidden articles;</li><li>• Provide information and assistance to visitors, students, staff and faculty as necessary including escort and transportation service as and when required;</li><li>• Watch for and report irregularities, such as security breaches, facility and safety hazards, and emergency situations; contact emergency responders, such as police, fire, and/or ambulance personnel, as required;</li><li>• Report malfunctioning campus/street lights to ensure proper functioning; reports malfunctions as required;</li><li>• Provide safe and efficient transportation to University employees and/or visitors, as requested;</li><li>• Keep track of issued University keys and equipment;</li><li>• Maintain daily diaries/logs and complete other required paperwork and reports by end of shift;</li><li>• Provide specialized security in a retail or other complex operation area, requiring specific knowledge of the operating environment.</li></ul>	
<b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b> <ul style="list-style-type: none"><li>• Ability to successfully conduct security patrols without direct supervision;</li><li>• Ability to communicate effectively, both orally and in writing;</li><li>• Ability to complete routine paperwork;</li><li>• Ability to safely operate a motor vehicle;</li><li>• Strong interpersonal and customer service skills;</li><li>• Knowledge of University policies, and regulations;</li><li>• Ability to understand, follow, and enforce safety codes, regulations, and procedures;</li><li>• Skill in providing protection services to individuals on campus;</li></ul>	



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### CONDITIONS OF EMPLOYMENT:

- Possession of valid Bahamian driver's license is a requirement for this job;
- Must pass a pre-employment criminal background check;
- Must submit to pre-employment physical examination and medical history check;
- Maintain First Aid CPR Certification annually.

### PHYSICAL REQUIREMENTS:

- Work may involve moderate to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises;
- Moderate to physical activity; requires handling of average-weight objects and standing or walking for extended periods of time;
- Must be able to work all 8 hour shifts (7 a.m., 3 p.m. and 11 p.m.), five days per week (including nights).

### QUALIFICATIONS:

- Passes at B.G.S.C.E. level in English Language and Mathematics or Arithmetic with "C" Grades, OR
- Satisfactory performance on UB's Literacy/Numeracy test.

### Requested Information:

**Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:**

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written professional references

<https://ubhrapply.info/PeopleFirst>

**Incomplete application packages will not be considered**

<b>Salary Grade</b>	<b>JCS-1</b>
<b>Date Published</b>	August 15, 2024
<b>Application End Date</b>	August 28, 2024 or <b>until filled</b>
<b>Date to be Removed</b>	August 29, 2024

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be Security Officer I.*