



POSITION ANNOUNCEMENT

JOB TITLE:	SECURITY OFFICER I
TYPE OF VACANCY:	STAFF
REPORTS TO:	SENIOR SECURITY OFFICER
DEPARTMENT:	UNIVERSITY POLICE DEPARTMENT
SUMMARY: The Security Officer is responsible for enforcing the University's rules, parking and traffic regulations, and providing other security and safety related services.	
DUTIES AND RESPONSIBILITIES: The position of Security Officer I is required to perform a variety of tasks including but not limited to the following: • Patrol assigned areas on foot or using assigned vehicles to ensure personnel, building, and equipment are secured; • Inspect doors, windows, and gates to ensure that they are secure; • Monitor closed buildings for unauthorized persons and/or suspicious activities; • Enforce University standards as it relates to loitering, smoking and the carrying of forbidden articles; • Provide information and assistance to visitors, students, staff and faculty as necessary including escort and transportation service as and when required; • 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; • Report malfunctioning campus/street lights to ensure proper functioning; reports malfunctions as required; • Provide safe and efficient transportation to University employees and/or visitors, as requested; • Keep track of issued University keys and equipment; • Maintain daily diaries/logs and complete other required paperwork and reports by end of shift; • Provide specialized security in a retail or other complex operation area, requiring specific knowledge of the operating environment.	
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: • Ability to successfully conduct security patrols without direct supervision; • Ability to communicate effectively, both orally and in writing; • Ability to complete routine paperwork; • Ability to safely operate a motor vehicle; • Strong interpersonal and customer service skills; • Knowledge of University policies, and regulations; • Ability to understand, follow, and enforce safety codes, regulations, and procedures; • Skill in providing protection services to individuals on campus;	



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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

Salary Grade	JCS-1
Date Published	August 15, 2024
Application End Date	August 28, 2024
Date to be Removed	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.