

## THE MYRON STRATTON HOME

### Position Description

Position Title: Security Guard/On Call Assistant

Department: Maintenance Position Answers to: Director of Maintenance

Position Pay Range: \$19.24 - \$22.44 per hour

Position Summary: Responsible for patrolling the premises of residences or buildings to detect suspicious activity and assisting tenants. Provide on call, snow removal, maintenance and grounds assistance as needed. Creates a safe working environment for residents, staff and visitors at the Myron Stratton Home.

### Primary Job Duties

<i>Essential Functions</i>
Secures premises by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting authorized entry; informing violators of policy and procedures.
Performs building and grounds maintenance task as required, to include but not limited to snow removal, lawn care, and irrigation maintenance as needed.
Keeps security equipment operating by following operating instructions and established procedures: troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
Completes reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures.
Obtains security and rescue help by reporting irregularities; sounding alarm, and assisting with on call emergencies as needed.
Maintains organization stability and reputation by complying with legal requirements.
Improves security job knowledge by attending training sessions; reading technical publications.

**Duties and Tasks:** Follows existing policies, practices and procedures. Refers questions and problems through appropriate chain of command. Identifies and reports quality concerns. Completes other reasonable duties at the discretion of management.

**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.

<b>QUALIFICATIONS</b>	<b>Required or Preferred</b>
<i>EDUCATION</i>	
High School	Required
<i>LICENSE</i>	
Valid Driver's License	Required
<i>WORK EXPERIENCE</i>	
Security Training – 1 year of more	Preferred
Basic Maintenance Skills – 1 year or more	Preferred
Grounds experience – 1 year of more	Preferred
<i>SKILLS</i>	
Good communication skills, both oral and written	High
Must be able to pass a commercial auto insurance policy DMV background check in order to drive company vehicles/equipment off property.	High
Must be able to stand and sit for extended period of time.	High
Have the ability to hear and talk with residents, staff and the general public.	High
Must be able to walk to and from the Maintenance Office to various areas on the Myron Stratton Home campus.	High
Requires someone with critical thinking skills who can quickly observe a situation and make the appropriate response.	Medium
Skilled in computed use and more than capable of communicating in writing.	Medium

**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.

Work Environment	Rarely	Occasionally	Frequently
Extreme cold		X	
Extreme heat		X	
Humidity/wet		X	
Noise		X	
Hazardous materials			X
Temperature changes		X	
Atmospheric changes/conditions		X	
Vibrations		X	

**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. Meeting the essential functions of the job will requires light to moderate work.

Physical Demand	Rarely	Occasionally	Frequently
Carrying		X	
Climbing/climbing stairs		X	
Crouching		X	
Grasping/Gripping		X	
Handling		X	
Kneeling		X	
Lifting (floor to waist)		X	
Lifting (waist to shoulder)		X	
Pulling (Horizontal & Vertical)		X	
Pushing (Horizontal & Vertical)		X	
Reaching (Abduction & Adduction)		X	
Reaching (Waist to Shoulder)		X	
Reaching (Above Shoulder)		X	
Reading		X	
Repetitive Motions		X	
Sitting			X
Standing			X
Stooping		X	
Vision (Far & Near)			X
Walking			X
Wrist Deviations (full rotation)		X	

The following *Competencies* are an integral part of the functions for this position:

Competency	Description
Analytical Thinking	Practices investigative techniques to determine the best approach.
Company Knowledge	Understands how his/her role relates to others on the team and the role of the team.
Business Impact	Responsible for the team meeting goals and objectives.
Functional Knowledge	Understand his/her discipline and good conceptualization of the processes.
Managing Change	Helps others manage departmental changes.
Job Impact	Work team and other connected work teams.
Influence	Develops respect for ideas and proposals within the department.

Collaboration	Maintains mutually beneficial partnership with other functions.
Problem Solving	Arrives at a conclusion based on previous experiences and good judgement.
Communication Skills	Communicates using persuasion and authority
Strategic Responsibility	Contributes to strategy for his/her team.
Leadership Skills	Does not manage employees, but may mentor and/or train subordinates.

*Additional Expectations of the position:* describe any specific expectations not listed above.

Performs grounds maintenance task when required, to include snow removal, lawn mowing and irrigation maintenance as needed.

Works overtime as required due to emergencies, weather related and/or special events as needed.

Upon request, may perform additional essential functions as assigned and assist other employees, including disabled employees, in meeting the minimum requirements of their jobs as required.

The Myron Stratton Home is required to follow all CDPHE mandates required of Assisted Living Facilities operating under a State CDPHE license.

New hires must present proof of COVID-19 vaccination (fully vaccinated or up to date) at the time of job offer.

You will be asked to provide the following upon offer of employment:

1. Authorization to work in the United States
2. Authorization to request a Criminal Background report
3. Authorization to request a Colorado Adult Protective Services background report (in the case of position of direct resident care-such as nursing).
4. Authorization to request a Drug Screening report
5. Authorization to request a Driver's Motor Vehicle background report (in the case of a position that will be driving company/business vehicles).

If you are interested in this position, you may apply by doing one of the following:

- Submit your resume to [myronstratton@myron.org](mailto:myronstratton@myron.org)
- Visit the Office at 555 Gold Pass Heights Colorado Springs CO 80906
- Visit the Home's website at [www.myronstrattonhome.org](http://www.myronstrattonhome.org)