JOB PURPOSE:
Provides for a safe and secure environment by monitoring and patrolling buildings, grounds or galleries.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
Patrols grounds, building interiors or stands post at an assigned location.
Guards against theft, vandalism or unauthorized use or entrance.
Monitors rooms, offices, corridors, galleries, public access and service areas.
Ensures doors and building entrances are locked and/or unlocked at designated times.
Tests alarm systems. Investigates tripped alarms and unusual or suspicious activity. May keep routine logs or prepare reports of accidents, thefts, damages, complaints, etc.
Involves law enforcement agencies when necessary; assists with investigations.
Assists police, fire and medical personnel during emergencies.
Assists patrons and visitors with directions or information. May act as escort for employees or visitors.
Performs other tasks as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to understand and follow oral and written instructions and communicate with a wide variety of individuals.
Ability to stand or walk for extended periods.
Ability to accurately recall events witnessed visually and translate to written documentation.
Ability to perform duties in tense or stressful situations and deal with distressed individuals.
Ability to use electronic communications devices.
Knowledge of emergency preparedness.
Ability to be trained in the following areas may apply:
(To be determined by campus or department.)
hazardous materials recognition and handling

Incident Command

NIMS 100, 200, and 700 (National Incident Management System mandated by DHS/Dept. Homeland Security)

Emergency first aid to include CPR & AED

Traffic control

Radiation safety training and alarm response

Respirator N95 training and air born hazards

Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:

Education: High school diploma or GED

Experience:

Certifications/Licenses: Some positions require a valid driver’s license with ability to be insured by Indiana University.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 25 lbs multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS:

Spends most time indoors. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.