Surveillance Panel Operator

**JOB PURPOSE:**

Secures museum building after hours, patrols building, keeps records, and operates security alarm panel, fire alarm panel, and CCTV monitors.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Secures the building, monitors building activities and coordinates access control policies for museum staff and visitors after hours.

Patrols the building to make sure all offices and labs are secure. Secures offices and labs and reports these activities in a log.

Operates and monitors security alarm panel, CCTV monitors, and fire alarm panel. Contact point for all emergencies and evacuations.

Issues and collects keys and badges for daily access for staff and outside contractors. Checks and accounts for staff keys and reports any discrepancies to security head. Creates ID badges for museum staff.

Assigns daily tasks to gallery guards. Maintains accurate log reports on building, security, and daily activities and events.

Monitors climate of all art holding areas every two hours and reports any serious fluctuations to physical plant.

Reports any obvious mechanical failures to the physical plant or Work Order Control. Receives deliveries and reports to appropriate staff. Conducts parcel control for entering/exiting building.

Performs other museum duties as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to understand and follow oral and written instructions.

Working knowledge of daily security agenda and activities that take place.

Ability to operate a fire extinguisher.

Ability to stand and be alert during late hours.

Ability to operate a computer and utilize specialized security software.
Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:

Education: High school diploma or GED

Experience: One year experience in museum security practices or related security field.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying, 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.