

CHER-AE HEIGHTS INDIAN COMMUNITY
OT THE TRINIDAD RANCHERIA
J o b D e s c r i p t i o n

Job Title: Night Security Officer
Department: Public Safety
Reports To: Night Security Supervisor
FLSA Status: Non-exempt Full/Part Time
Prepared By: Human Resources
Prepared Date: 01/10/2024
Approved By: Executive Manager and Human Resources
Approved Date: 01/22/2024

Summary:

Night Security Officer is stationed at and works from the Seascope Harbor Businesses. The Officer is responsible for patrolling the Seascope Harbor Businesses' premises, including the Seascope Restaurant, Pier, and parking areas, as well as the Tribal Operations Business Complex and all surrounding parking areas to maintain order, enforce regulations, and ensure observance of applicable laws by performing the following duties.

Essential Duties and Responsibilities:

Patrols Seascope and Harbor parking areas, pier, buildings, launches, landings, restaurant, and public restrooms, as well as patrols Tribal Operations office parking area, RV and overflow parking areas using the company Public Safety Patrol Vehicle

Security Officer confers with management, interviews guests and employees, and interrogates persons to detect infringements, and investigates disturbances, complaints, thefts, vandalism, and accidents.

Patrols public areas to detect fires, unsafe conditions, and missing or inoperative safety equipment.

Warns or ejects troublemakers, and cautions careless persons.

Obtains assistance for accident victims and writes incident reports.

Notifies management of presence of persons with questionable reputations.

Assists management, OES staff and enforcement officers in emergency situations.

Alerts Casino Surveillance about nightly patrols.

Records mileage for Safety Patrol Vehicle and reports details about vehicle's status, i.e. gas level, tires, warning lights, etc.

Writes nightly reports detailing all interactions, observations, beginning and ending mileage of vehicle, and any pertinent security information.

Other duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Judgement - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and material properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.

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.

Education and/or Experience:

High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database software.

Certificates, Licenses, Registrations:

Must have current Driver’s License and be insurable under the Tribe’s insurance.
CPR and First Aid Certificate preferred.

Other Skills and Abilities:

Ability to stay awake throughout the night in quiet conditions.

Other Qualifications:

Must be 21 years of age or older.
Must pass pre-employment drug test.
Indian Preference for qualified candidates.

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. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is required to drive a company vehicle. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Signature: _____ Date: _____