Rochester Museum & Science Center

JOB POSTING

Job Title: Security Associate
Department: Facilities
Direct Supervisor: Assistant Director of Facilities
FLSA Status: Non-Exempt
Full-time/Part-time: Full-time
Salary: $15.00/hr
Date Prepared/Revised: July 2021

I. SUMMARY

This position involves the coordination of the Security function within the RMSC organization. Duties include, but are not limited to, periodic testing of alarm and fire protection systems, quality control monitoring of the security function and review of safety and security procedures campus wide. The Security Associate also assists with grounds as it relates to campus safety for visitors and staff by keeping sidewalks clear of snow and collection of garbage from outside garbage bins. In addition, this position also assists with exhibits, and performs other related duties as required.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. RMSC CORE VALUES

• Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

III. ESSENTIAL DUTIES AND RESPONSIBILITIES

• Responsible for the security and safety of the 13-acre RMSC campus which includes: museum support facility, staff, partners, visitors and other museum owned/leased properties.
• Responsible for opening and closing of all campus buildings, inspecting mechanical and utility rooms, and reporting any unusual events.
• Responsible for completing security schedules and reviewing security reports and logs
• Responsible for delivery of packages and items between departments as needed and performing courier services as needed.
• Responsible for assisting the building services department with routine tasks including general building maintenance, event set up and take downs, assisting event coordinators as needed during the event.
• Responsible for property maintenance that may require attention in emergency situations (including but not limited to snow removal)
• Responsible for general grounds duties using light equipment and tools, including trash, health and safety issues

IV. FUNCTIONAL REQUIREMENTS

Technology, Equipment, Tools:
• Ability to use light equipment and tools for general property maintenance
• Be familiar with digital security surveillance equipment and two way radios
• Must have a satisfactory driving record and possess a current, legal, valid, New York State driver’s license to operate RMSC vehicles, tractors, and mowers
• Appropriate use of radios, internet, intranet, and email
Decision making and Reasoning Ability:
- Ability to respond to, assess, and take appropriate action during emergency situations
- Must be dependable and able to adapt to changing demands and environments
- Have good reasoning ability
- Possess excellent people skills
- Ability to apply common sense and understanding to carry out instructions delivered in written or verbal form
- Ability to maintain confidentiality

Physical Activity:
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 will be made to support individuals with disabilities.
While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb; ascend/descend stairs without difficulty, to use tools or controls; reach with hand and arms; stoop; kneel and crouch. The employee must occasionally lift and/or move over 25 pounds.

Work Environment:
- While performing the duties of this job, the employee works in both indoor and outdoor conditions.
- May be required to report to work in weather-related or other emergencies when the museum is closed.

V. QUALIFICATIONS
Education: High School diploma or GED certificate required
Experience: Criminal justice background and/or military background in Security desirable but not required.
Skills/Competencies Requirements:
- Must have a valid New York State Security Officer Registration card or obtain certification within 6 months of hire.
- Must have a current Certification in First Aid, Adult and Child CPR and AED (automated external defibrillator) or obtain certification within 6 months of hire.
- Must have valid NYS Driver License and reliable transportation.

Please submit your resume & cover letter to: Sue MacDonald, Director of Human Resources at smacdonald@rmsc.org

Deadline to apply: 8/13/2021

Due to the high volume of resumes we receive, no phone calls please.

This job posting reflects management’s assignment of essential functions and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.