



JOB DESCRIPTION

Job Title:	Security Associate
Department:	Facilities
Direct Supervisor:	Assistant Director of Facilities
FLSA Status:	Non-Exempt
Full-time/Part-time:	Full-time (40 hours per week)
Salary Information:	\$16.00-\$16.50/hour

SUMMARY

This position involves carrying out the security functions of the RMSC organization. Duties include, but are not limited to, conducting frequent tours of the RMSC buildings and grounds to protect and safeguard guests, staff, exhibits and collections. Identifying and addressing security concerns, investigating and preparing reports, and providing a visible security presence both in and outside the RMSC buildings.

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.

RMSC CORE VALUES

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrol of grounds, buildings and office areas to protect and safeguard guests and staff
- Identify and address any security concerns
- Respond to emergency situations
- Investigate and prepare incident reports
- Opening and closing of all campus buildings
- Inspecting mechanical and utility rooms and reporting any unusual events
- Building Services: assist with event set-up and takedown
- Grounds: assist as it relates to campus safety for staff and guests, by keeping sidewalks clear of snow
- Responsible for monitoring the loading dock and delivering packages and items to departments as needed

COMPETENCIES

Informational/Technical:

- Ability to utilize Microsoft Office products, and company email (Gmail) and all G-Suite (Gmail, Google Docs, Google Drive, etc.) products, company payroll system, RMSC Intranet, phone and computer systems
- Ability to monitor and use radios and CCTVs

Communication:

- Ability to communicate effectively, politely, professionally, and comfortably with all guests and staff
- Ability to read and comprehend instructions and short correspondence
- Ability to write clear, accurate, and concise security reports and simple correspondence
- Ability to maintain confidentiality

Decision Making and Reasoning Ability:

- Ability to respond to, assess, and take appropriate action during emergency situations
- Ability to understand and follow standard operating procedures
- Ability to make independent, reasonable decisions within proper policy and procedures
- Ability to understand and carry out detailed written or verbal instructions

Time Management:

- Must be dependable
- Must be able to take initiative and work independently
- Ability to effectively transition between multiple duties

QUALIFICATIONS

- High School diploma required
- Criminal justice or military background or 1 year security experience
- Valid NYS Driver's License
- Valid NYS Security Guard License or must obtain license within 6 months of hire
- Current basic first aid, Adult and Child CPR, and AED certification or must obtain certification within 6 months of hire

PHYSICAL REQUIREMENTS

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 be mobile and move quickly from one end of campus to another; ascend and descend stairs without difficulty, manipulate, or feel objects, tools or controls; reach with hands and arms; lower ones-self to lift objects from the floor; use a stepladder to retrieve boxes and materials from shelves and bend/crouch.

The employee must be able to regularly lift and/or move *up to* 25 pounds. The employee may occasionally lift and/or move *over* 25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in both indoor and outdoor conditions. The noise level is variable and can be elevated during high guest traffic times.

Please send resumes to Jessica Colangelo, Director of Human Resources jcolangelo@rmsc.org by Friday, May 17, 2024