



Patterson Pump Co

Security Guard

Department: Machine Department

FLSA Status: Non-Exempt

Grade/Level: 3

Job Type: Temporary/Seasonal

Work Schedule:

Weekends and holiday 8 hour shifts

Job Status: Part Time

Reports To: Safety/Security Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Guard, patrol, or monitor premises to prevent theft, violence, fire or flood, or infractions of rules.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Answer alarms and investigate disturbances.
- Circulate among visitors and or employees to preserve order and protect property.
- Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.
- Regular attendance at work is an essential function of the job.

POSITION QUALIFICATIONS

Competency Statement(s)

- Communication, Written - Ability to communicate in writing clearly and concisely.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Reliability - The trait of being dependable and trustworthy.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Accountability - Ability to accept responsibility and account for his/her actions.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Preferred

Experience: None

Computer Skills:

**Certifications &
Licenses:**

Other Requirements: Perform all other duties as required by supervision.
Overtime as required.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F
Walk	F
Sit	F
Manually Manipulate	O
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	O
Bend	O
Grasp	O
Speak	O

Lift/Carry

10 lbs or less	O
11-20 lbs	N
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	O
13-25 lbs	N
26-40 lbs	N

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Normal
- Sense of Smell
- Sense of Touch

WORK ENVIRONMENT

Manufacturing shop floor and office environments. Cold in winter, hot in summer.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.