

The On-Site Security Resident is a temporary position. Staff who hold this position live on-site in an identified security residence provided by the District and are on-call 7 days a week, 365 days per year (excluding pre-approved time-off). Specific work duties and living assignments are made by the Emergency Management leadership team to meet the needs of the District. The On-Site Security Resident is a temporary at-will position.

**Chain of Command**

The On-Site Security Resident works under supervision of Emergency Management and Safety & Security Administration and reports to the Executive Director of Emergency Management.

**Competencies of the Temporary On-Site Security Resident**

- Strong written and verbal communications skills
- Strong organizational and time management skills
- Computer skills including Outlook, Google Docs, Workplace, Smartphone, Social Media
- Flexible team player who is time and task oriented
- Ability to accurately follow District guidelines and procedures
- Safe driving record

**Essential Duties of the Temporary On-Site Security Resident**

- Required to live on-site in a District provided On-Site Security Residence.
- Required to be on-call 7 days per week including weekday evenings and 24hrs per day on weekends and District holidays (excluding pre-approved time off).
- Actively work up to a total of 15 hours per week conducting checks and responding to calls
- Walk non-stop for up to 1 mile at a time as a part of security checks
- Respond and interact with local law enforcement and first responders
- Regularly conduct night-time security checks at assigned site(s), both interior and exterior
- Perform regular inspections of campus and grounds at assigned sites
- Respond and interact to trespassers
- Respond to night-time break-in's and alarm calls at assigned sites
- Respond to facilities and maintenance issues while on-call
- Maintain a safe and orderly campus environment
- Responsible for responding immediately to any onsite security situation that may arise while on-call
- Communicate quickly and accurately to District administration and other security personnel
- Other duties as assigned

**Requirements:**

- Valid AZ Driver's License
- Valid Motor Vehicle Insurance meeting AZ State minimums
- Reliable, well maintained, safe personal transportation (District vehicle not provided)
- Valid Department of Public Safety [DPS] fingerprint clearance card (for all residents 16 years of age or older).

**Date Revised**

8.3.2022