

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SECURITY GUARD II

POSITION CODE: 39852
Effective: 12-1-87

DISTINGUISHING FEATURES OF WORK:

Under general supervision, serves as a lead worker to Security Guards responsible for patrolling buildings and grounds to prevent loss of, or danger to, property and employees at a Department of Transportation facility; assigns and reviews work, prepares schedules and work assignments and provides for the periodic training, motivation and development of subordinate staff; makes regular rounds to assure that the security force is functioning at full effectiveness and able to respond in the event of emergencies.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs a small Security Guard Program at a Department of Transportation facility; assigns staff to specific patrols, prepares work schedules, approves leave time, and maintains time and attendance records.
2. Trains and directs staff in proper security methods, building checks, security measures, and enforcement and regulation of rules regulating speed, parking, and proper use of department buildings.
3. Coordinates special parking needs and enforcement during special meetings and lettings.
4. Makes periodic rounds checking for prowlers, fires and other potential safety dangers to buildings and employees.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires completion of six months of safety and security experience, preferably as a security guard.

SECURITY GUARD II (Continued)

Knowledges, Skills and Abilities

Requires working knowledge of facility security requirements and regulations.

Requires working knowledge of emergency response procedures and techniques, including first aid, CPR, fire safety and control, and response protocols for security breaches.

Requires working knowledge of security enforcement practices and techniques.

Requires ability to climb stairs and walk for extended periods on a shift.

Requires ability to communicate security regulations or general information and to direct and control the public with firmness, courtesy and tact.

Requires ability to recognize and provide initial response to security breaches and safety hazards.

Requires ability to follow written procedures and work instructions, and to organize observed facts.