

SECURITY OFFICER (Commissioned)

Part-Time



This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for patrolling and securing OHC's premises and grounds as well as identifying risks to staff, congregants, and visitors. In addition, the staff member will respond to alarms and investigate disturbances promptly and coordinate with local law enforcement and emergency responders when necessary.

DEPARTMENT

Operations

REPORTS TO

Security and Safety
Manager

DIRECT REPORTS

None

WORK WEEK

Sunday – Thursday,
Occasional Special
Events

HOURS PER WEEK

29

FLSA

Non-Exempt

JOB CLASS

Service Workers

MINISTER DESIGNATION

No

DRIVING REQUIRED

Yes

PRIMARY DUTIES AND RESPONSIBILITIES

1. Greets visitors and congregants in a professional, courteous, and friendly manner and provides them with information as well as arranges for escorts. Maintains visitor and parking lot count logs.
2. Provides for the safety of employees, congregants, and visitors.
3. Responds to inquiries from employees, congregants, and visitors.
4. Creates and maintains reports on accidents, incidents, suspicious activities, safety, fire hazards and other risk related situations.
5. Monitors facilities access control system.
6. Ensures secure facility during and after hours by making rounds of assigned areas.
7. Walks perimeter of building, checking for suspicious behavior as well as checks inside and outside doors.
8. Patrols parking lot.
9. Sets up and takes down parking lot cones.
10. Secures campus buildings and grounds facilities each night; checks all outer doors, set alarms, and secure various gates prior to leaving.
11. Complies with and enforces all OSHA/NFPA/IFC policies, procedures, rules, regulations. Reports incidents and/or violations as required.
12. Other duties and responsibilities as assigned.



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment (Preferred).

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent required.
2. Two (2) years of experience as a Security Officer or security related experience.
3. Current Texas Commissioned Security Officer (Level III) required.
4. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).
5. CPR Certification, preferred.

KNOWLEDGE AND ABILITIES

1. Knowledge of applicable security officer orders, requirements, instructions, and procedures.
2. Knowledge of first aid, safety rules, procedures, and practices.
3. Knowledge of crowd control techniques and procedures.
4. Knowledge of emergency procedures and methods.
5. Ability to assess situations and determine the appropriate response.
6. Ability to enforce security rules and regulations and react quickly and calmly in emergency situations.
7. Ability to maintain the highest level of integrity and confidentiality of all matters and information.
8. Ability to maintain professional relationships and good public relations.
9. Ability to have attention to detail and excellent observational skills.
10. Ability to remain calm in a high-pressure/high-stress situation.
11. Ability to use computers and a variety of software applications.
12. Ability to work independently with limited supervision.
13. Ability to communicate clearly and effectively through both verbal and written means.
14. Ability to establish and maintain effective working relationships with coworkers, management, and the public.
15. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making without restriction.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Ability to lift/push/pull over 50 pounds on an occasional basis. Subject to walking, sitting or standing for extended periods of time; be able to patrol the interior or exterior premises, on foot, when necessary, regardless of weather conditions. Constant visual and auditory acuity, speaking, hand and eye coordination, and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to twisting and kneeling on an occasional basis. Working conditions are inside/outside environment.

CREATED: July 2024