

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u> DNR05811894 </u>	DATE POSTED: <u> 05/09/16 </u>	
POSITION NO: <u> 203881 </u>	CLOSING DATE: <u> 05/20/16 </u>	
POSITION TITLE: <u> Security Guard - Two (2) Position - TEMPORARY </u>		
DEPARTMENT NAME / WORKSITE: <u> DNR/Navajo Parks & Recreation Department - Crystal, NM </u>		
WORK DAYS: <u> Varies </u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u> AB56A </u>
WORK HOURS: <u> Varies </u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u> </u> \$ <u> 20,300.80 </u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : <u> </u> \$ <u> 9.76 </u> PER HOUR
	TEMPORARY: <input checked="" type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under general direction, performs security work of routine difficulty; performs related work as assigned. Performs security and watchman duties by patrolling, observing and maintaining watch over assigned facilities, equipment, materials, and supplies; inspects, examines, and checks locks, doors, windows, enclosures, fences, and gates to ensure that they are secure; guards against theft, vandalism, fire, illegal entry or use of equipment and facilities; detects and responds to illegal and questionable activities; detects and reports deficiencies. Operates communication equipment to report emergencies, vandalism, irregular or unauthorized activities and serious violations and threat to the security of assigned area; admits authorized workers into building/facilities after working hours; maintains keys, equipment, facilities, materials and supplies; may be required to prepare and submit reports; observes safety regulations. Makes minor emergency repairs; performs custodial duties as needed; repairs electrical outlets and lighting fixtures on interior/exterior walls; answers telephone calls; serves as tour guide greeting visitors, answering questions, providing information pertaining to assigned facilities, may give tours of assigned facilities to visitors, schools and civic organizations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED.

Preferred Qualifications:

One (1) year experience in responsible building maintenance and security work.

Special Requirements:

Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of common fire hazards and prevention. Knowledge of automated security system operating capabilities. Knowledge of fire alarm system. Knowledge of emergency communication systems. Skill in reading and writing of the English language. Skill in detecting malfunctions in building equipment and other hazards. Skill in observing activities going on around one's work area. Skill in maintaining constant vigilance while on duty. Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.