

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05824333

DATE POSTED: 07/21/22

POSITION NO: 245174

CLOSING DATE: 08/03/2022 by 5pm

POSITION TITLE: Security Guard (2 Positions)

DEPARTMENT NAME / WORKSITE: DNR/Parks & Recreation Department - Teecnospos, AZ

WORK DAYS: Varies REGULAR FULL TIME: GRADE/STEP: BQ56A

WORK HOURS: Varies PART TIME: NO. OF HRS./WK.: _____ \$ 23,155.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : 11.09 PER HOUR

NON-SENSITIVE TEMPORARY: 4 Months

DUTIES AND RESPONSIBILITIES:

Under general direction, perform security work of routine difficulty; perform 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 all is 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; detects and report 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 to visitors.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED

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.