

JOB PROFILE: BUILDING SECURITY II

JOB FAMILY: AUXILIARY SERVICES

BAND: C

FLSA: NONEXEMPT

JOB CODE: 11259

Main Function:

Provide security, safety, and loss prevention services for assigned areas.

Essential Duties and Responsibilities:

Provide security, safety, and loss prevention services for assigned areas.

Maintain contact with area law enforcement agencies Cornell Police, and Cornell Judicial Administrators and fire services.

Provide security, surveillance, and loss prevention of operations including building inventory and occupants.

Monitor video surveillance.

Monitor daily operations of assigned area including suspicious activities, theft and/or security gates.

Apprehend violators and notify appropriate authorities, provide a detailed report of the incident.

Assist in the development of programs to test security and safety practices, policies, and procedures.

JOB PROFILE:

MINIMUM EDUCATION/ EXPERIENCE: Associate's degree and up to 2 years of relevant experience or equivalent combination. May be able to successfully complete NYS Security Guard certification; thereafter continued educational requirements required to remain certified.

IMPACT: Affects immediate department.

CONTACTS INSIDE THE UNIVERSITY: Assist others, Cooperation for task completion, Handle confidential information.

CONTACTS OUTSIDE THE UNIVERSITY: Conduct straightforward business, obtain or provide involved information, provide detailed response, handle confidential information.

CONTACTS WITH STUDENTS: Deals with confidential information.

SUPERVISION GIVEN: Provide on-the-job training for new employees and students.

COMPLEXITY: Activities specifically focus on an entire field and generally on related areas.

LEVEL OF DECISION MAKING: Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits prescribed by established policies or the supervisor.

FREEDOM OF ACTION: Under general supervision, proceed alone on regular tasks, referring questionable situations to the supervisor.

SUPPORT SKILLS - WRITING: Provide standard responses to inquiries.

SUPPORT SKILLS - COMPUTERS: Use business or technical programs for data input or word processing to create documents or reports.

WORKING CONDITIONS -

Physical: Lift more than 50 lbs.

Visual: Close concentration and visual attention.

Hazards: Highly toxic chemicals/substances/ plants. Sick or violent people, sick or dangerous animals. Equipment requiring extreme safety precautions. Protective devices necessary.