

SECURITY GUARD

If you qualify for this position, please e-mail your resume or internal application to careers@fibrebond.com.

JOB SUMMARY

Monitors premises to ensure security of entrance to facility. Patrols and inspects property to protect against fire, vandalism and illegal activity. Enforces laws on the property and deters criminal activity or other problems. Uses radio and telephone communications to call for assistance for an ambulance, wrecker, police or fire departments as the situation dictates. Writes comprehensive reports outlining observations and activities during assigned shift. Interviews witnesses or victims of incidents, i.e. theft, damage to property, fights, etc. Patrols buildings, parking lots and grounds to assure security and prevent damage to or loss of company and employee property.

ESSENTIAL FUNCTIONS

1. Patrols buildings and property of Fibrebond, examining doors, windows and gates to assure they are secured. Makes scheduled tours of plant and grounds by vehicle or walking to ensure security and watches conditions that could result in injury or loss due to fire, water leakage, spills or sewerage backup.
2. Inspects premises for irregularities such as signs of intrusion or interruption of utility service. Inspects alarm systems to ascertain they are in operating condition.
3. Stands guard at the main gate of Fibrebond's property. Monitors all entrances to Fibrebond and allows entrance only to authorized personnel and visitors. Opens and closes electronic gates to allow authorized individuals on and off the facility.
4. Monitors CCTV for intruders, monitors security computers for control of access to secured doors and gates throughout the complex. Monitors and answers silent alarm systems and fire alarm system throughout facility.
5. Investigates disturbances and writes reports of irregularities.
6. Checks incoming and outgoing packages and, when directed, employee vehicles. Checks transport trucks leaving the facility to insure proper paperwork.
7. Transports injured employees to medical center as needed.
8. Reports to supervisor and/or police any unusual or suspicious condition detected.
9. Opens or locks doors, windows and gates based on plant operating schedule.
10. Reports to supervisor any incidence of visitor, driver or employee action, which could pose a risk of injury or loss to Company or employees.
11. Monitors and controls all employees and non-employees on Fibrebond premises. Screens visitors and verifies appointments before allowing visitors to enter complex.
12. Enforces parking rules. Monitors all vehicles entering premises to ensure appropriate parking stickers or an employee I.D. badge before being allowed on premises.
13. Maintains daily log of all incidents/events and maintains a log of all outbound transport trucks.
14. Completes incident and accident reports. Maintains all documentation in a neat and orderly.
15. Assists Human Resources and Supervisors with employee issues as needed.
16. Performs safety related duties as required, i.e. checking fire extinguishers, ladders, scaffolds, electrical cords, etc. Performs other work-related duties as assigned.

QUALIFICATIONS & EXPERIENCE

1. High School diploma or equivalent.

2. Two or more years' experience in a security-related position and knowledge of alarm systems is preferred.
3. Must be able to pass drug screen and criminal background check.
4. Valid driver's license and satisfactory driving record required.
5. Must be able to monitor and operate access control systems.
6. Strong interpersonal skills required. Must be able to communicate effectively with a wide variety of persons encountered on duty each day. Must be able to take charge and direct others effectively in emergency situations. Courteous manners in dealing with the public required.
7. Must show good judgment and common sense, follow directions and directives from supervisors and follow Company policy and guidelines.
8. Must possess a professional appearance and attitude. Must be mentally alert, emotionally stable and physically fit.
9. Able to patrol buildings and grounds throughout facility by walking or driving a company vehicle.
10. Work requires considerable walking during patrols and long periods of sitting while monitoring front gate and security cameras.
11. Required to work alone for long periods of time, including days, nights, weekends and holidays.