

JOB DESCRIPTION SECURITY

Position: Security Officer

Requirements:

- Valid Nevada driver's license
- Insurable under SCA's vehicle insurance
- Ability to communicate with people and resolve problems
- Maintain a presentable personal appearance
- Ability to lift a minimum of 50 lbs.

Duties:

- Maintain a daily security log.
- Patrol and observe all properties, buildings and possessions of Spring Creek Association.
- Clean and maintain restroom facilities at Marina, Golf Course, Campground and Vista Grande Park.
- Pick up and remove trash from SCA office, Sports Complex, Marina, Vista Grande Park, Rifle Range, Campground and any other SCA property as needed.
- Accommodate property owners with concerns and requests.
- Maintain Security Department vehicle and equipment.
- Run errands for office as well as other departments.
- Collect light money from Horse Palace users.
- Provide security for SCA events.

Essential Knowledge, Skills, and Abilities:

- Good driving ability.
- Knowledge of Spring Creek Association Rules and Regulations.
- Basic knowledge of maps of Spring Creek area and surrounding vicinity.
- Knowledge of traffic regulations.
- Basic knowledge of cleaning techniques and cleaning chemicals.
- Basic knowledge of use of small hand tools.

Days and Hours of Duty:

- 20-30 hours week
- Friday, Saturday, and Sunday.
- May be required to cover for vacation or sick days of other security personnel