



The Spring Creek Association

Security Officer

Position Title: Security Officer

Classification: Hourly

Grade:

Department: Security

Schedule: Hourly **20-40 hours a week**

Reports To: SCA Treasurer

Branch: Security

ESSENTIAL FUNCTION:

Under the direction of the Corporate Treasurer and President, the Security Officer shall execute the duties as assigned below.

The incumbent is responsible for providing member service through caring, honest, respectful and responsible actions and interactions that contribute to the relationship between the member and the Association.

ESSENTIAL SKILLS:

- Must able to manage tasks insuring their successful completion.
- Must be able to work independently and prioritize daily work duties.
- Must be an effective communicator and have the ability to make sound judgments and decisions.
- Must recognize and respect all sensitive information and utilize confidentiality accordingly.
- Must be able to model expected behavior, motivating fellow staff and volunteers, and be capable of working with diverse groups.
- Must follow all SCA safety policies at all times.

DUTIES AND RESPONSIBILITIES:

1. Maintain a daily Security log for opening and closing of properties, mileage, and other items as assigned. Track and communicate any damages or complaints to supervisor.
2. Patrol and observe all SCA owned properties, buildings, and equipment. Secure property gates and doors each night.
3. Clean, maintain, and notify Supervisor of any damages to restroom facilities at the Marina, Golf Course, Vista Grande Park, Campground, Rifle Ranch and any other SCA property as needed.
4. Pickup and remove trash from SCA Office, Schuckmann's Sports Complex, Marina, Vista Grande Park, Firehouse Field, Campground, Rifle Range and any other SCA property as needed.
5. Pick up daily deposits at the Golf Course.
6. Respond to property owner calls regarding concerns or requests.
7. Maintain Security vehicle. Daily walk-arounds, internal and external cleaning.
8. Assist office and other staff with errands and other items as needed.
9. Responsible for delivery of bank deposits and mail as assigned.
10. Check Horse Palace passes and collect pass or light money as necessary. Verify property owner status and follow established BOD approved fee schedule.

11. Responsible for feeding and stall cleanup for long-term horse boarders at the Horse Palace. Provide staff with a record of available hay and notify when more hay is required.
12. Verify property owner status of users of SCA properties.
13. For park reservations, put out all reserved signs and ensure clean up after event to initiate the return of associated cleaning deposits.
14. Be available to work extended hours for SCA sponsored events and well road projects.
15. Responsible for posting of SCA agendas and delivery of packets to COA and BOD members.
16. Assist COA with property violations, road cut evaluations, and violation ticketing. Take pictures as necessary.
17. Be familiar with SCA Rules and Regulations and willingness to enforce.
18. Carries out other duties as assigned by Treasurer, President, or other staff.

EDUCATION AND EXPERIENCE:

Education: Minimum of a high school diploma or GED.

Experience: Minimum of 1 year experience in a related field

Skills and Ability Requirements: Must provide or be willing to obtain current certifications for the following:

- Valid Nevada Driver's License
- Driving History
- Insurable under SCA insurance policies
- Maintain a presentable personal appearance
- CPR, First Aid

Must be able to read and write to effectively communicate expectations in completing tasks through crew. Must be able to read, understand and communicate implications of product warning and instruction labels.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

Basic knowledge of cleaning techniques and chemicals. Basic knowledge of hand tools. Needs to be energetic and physically able to walk multiple flights of stairs continuously. Must be able to lift 50 lbs., to climb ladders to a min. 10 feet, to walk, bend, twist reach overhead regularly.

EFFECT ON END RESULT:

This position has a direct impact on the overall effectiveness with which the organization accomplishes its mission in service to members and the community.

Member satisfaction and retention will improve through maintaining accurate customer account ledgers, ability to assist with discrepancies, and efficient and timely research for members and guests.

Expense reduction through inventory and controls.

Improved public perception as a quality organization demonstrated through accountable systems, well-trained personnel, and exceptional customer service.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be a reflection of those principal job elements essential for recruitment and selection, for making fair job evaluations, and for establishing performance standards. The incumbent shall perform all other functions and/or be cross-trained as shall be determined at the sole discretion of management, who has the right to amend, modify, or terminate this job in part or in whole. Incumbent must be able to perform all job functions safely.

Incumbent Printed Name

Incumbent Signature

Date Signed

Supervisor Printed Name

Supervisor Signature

Date Signed