

Security Guard
Sangre de Cristo Arts and Conference Center
Pueblo, Colorado

Job Description

The Arts Center is a three-building campus providing a variety of services and classes to people of different ages. We are looking for a highly competent security officer to join our team to monitor the premises and protect our valued staff, visitors, tenants, and inventory. Our ideal candidate will have prior experience as a security officer or guard, as well as training in self-defense and first aid. He or she will have a sharp eye with quick reaction time in the detection of any suspicious or criminal behavior, and prevention of theft or vandalism.

This position will work under the supervision of the Facilities Manager, but the entire campus will rely on this person for protection, safeguarding and security of assets, personnel, customers, tenants, visitors, and other people and property on the grounds. They will work closely with the facilities team on event set-ups, teardowns and other duties as assigned. Hours will vary daily, but not to exceed 40 hours per week. Compensation will be discussed at the interview based on experience.

Objectives of this Role

- Ensure a safe environment through a team effort of diligent active patrol, strict access control, monitoring, and equipment control.
- Be visible and observant at all times, greeting staff, guests, and vendors in a courteous and attentive manner.
- Respond immediately to distress calls, panic alarms, and emergency calls for disorderly conduct, disruptive persons, and incidents swiftly and appropriately
- Maintain the company's reputation with professionalism and legal compliance
- Collaborate with other security officers for effective protection and coverage

Daily and Monthly Responsibilities

- Patrol property on foot, security personnel, assets, buildings, gates, and fence perimeter are secure in all weather conditions
- Investigate and take the appropriate lawful action as authorized by the corporate policy on accidents, incidents, trespassing, suspicious activities, safety and fire incidents
- Control and monitor surveillance equipment, and perform building and equipment inspections
- Complete daily reports, including relevant information, observations, surveillance footage, and signatures.
- Secures all doors, windows, and exits, depending on shift

Skills and Qualifications

- High school diploma or equivalent
- Registered security officer
- Proven experience as security officer
- Helpful, courteous attitude
- Certification or working toward a certification in first aid, CPR/BLS, and self-defense

Preferred Qualifications

- Proficiency with computers, and aptitude to learn new software and systems
- Experience with security equipment and surveillance systems
- Law enforcement experience