



# CLASS TITLE | CITY SECURITY OFFICER

PAY GRADE: AT-28| [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code:2643

Effective Date : 10/26/2022

**PURPOSE OF THE CLASSIFICATION:** Under supervision provides 24/7 security for all City employees, citizens, and guests, protecting City facilities and property against trespass, vandalism, theft, and fire through monitoring activities, assisting in emergency situations, and enforcing City of Tulsa policies and procedures and applicable local, state and federal laws on city property; and performs other related assigned duties.

## ESSENTIAL TASKS:

- Performs access control duties, checking in visitors and assisting and directing the general public and visitors to the appropriate department or area
- Patrols properties in a mobile or patrol status, inspecting all assigned areas for damage, vandalism, trespass or fire, maintaining detailed records of all patrols
- Investigates suspicious activity and engages potential hostile actors using appropriate training
- Works cooperatively with both internal and external customers to ensure adherence to City of Tulsa and Public Safety and Security Policies and Procedures,
- Inspects life safety and security equipment, ensuring all equipment is in good working order and providing reports of malfunctioning or non-serviceable items.
- Maintains a professional uniform, appearance, equipment and work area and provides courteous service
- Responds to customer concerns, using training and best practices in de-escalation and conflict resolution
- Communicates effectively using an 800mhz radio/communication system while adhering to the Federal Communications Commission (FCC) rules and regulations
- Provides detailed verbal and written reports on work related activities including incidents of loss or injury of property or persons.
- Monitors Closed Circuit Television (CCTV) surveillance equipment and access control equipment
- Acts as a liaison between the department, other City departments, external customers, and governmental agencies to ensure the accuracy of information and the safety of all involved parties
- Performs outreach to the City's homeless population, including working with private organizations to provide housing for displaced persons and working with law enforcement, if necessary
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

**Training and Experience:** Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
- (b) Six (6) months' experience relevant to the essential tasks listed in this job description.
- (c) *Experience in armed security, code/law enforcement, or investigations is preferred.*

## Knowledge, Abilities and Skills:

Knowledge of:

- Knowledge regarding applicable local, state, and federal regulations regarding security of public facilities
- Knowledge of Oklahoma inmate work rules and Prisoner Rape Elimination Act (PREA)
- Knowledge regarding applicable laws and best practices in securing Class A multi-tenant and municipal government facilities and properties
- Knowledge of City of Tulsa Policies and Procedures



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**Ability to:**

- Ability to prepare reports, working with City departments, to ensure compliance with applicable laws
- Ability to maintain accurate records
- Ability to courteously and tactfully communicate with a diverse customer base
- Ability to communicate effectively, both orally and in writing
- Ability to operate, maintain, and perform minor maintenance to automotive vehicles, such as changing a flat tire or checking a vehicles oil
- Ability to quickly and objectively determine the appropriate course of action in rapidly changing situations

**Physical Requirements:** Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:**

1. Possession of a valid Oklahoma Class "D" Driver License; **and,**
2. Possession of a valid Oklahoma CLEET Armed Security Guard (some "limited" positions may work unarmed and possess an unarmed license and some positions may require an Armed Private Investigator or Combination license as required and approved by the Security Manager); **and,**
3. Some positions may be required to possess a Class "A" Commercial Driver's license with applicable endorsements, as approved by management.

**WORKING ENVIRONMENT:** Working environment is indoors and outdoors and in inclement weather. May be exposed to the following: violent actors wishing to do harm to others or property, hazardous materials, animal waste/dead animals, flammable liquids, radiation, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum/fiber optic lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas and refuse/garbage/litter.

**EEO Code: N-05**

**Group: Public Safety**

**Series: Public Safety Technical**