

Security Aide (3199)  
Task List

1. Patrols City facilities for safety, security, unruly patrons, or other hazards, and provides assistance to the public or City employees.
2. Enforces laws, rules, and Department policies and procedures by performing actions such as patrolling to prevent damage to City property (e.g., vandalism) or diffusing disputes to ensure public safety.
3. Assists in the directing of pedestrian traffic using verbal instructions and hand signals to provide direction to the public.
4. Provides information regarding City facilities (e.g., providing directions, answering inquiries) to school groups, tourists, patrons, visitors, stakeholders, employees, and other agencies to provide customer service.
5. Stands post in a City facility to provide security presence and information to the public.
6. Acts as a runner in various situations by performing actions such as sharing notifications, picking up supplies, and finding attendees for meetings.
7. Acquires necessary supplies such as cones, caution tape, and flares, by checking the inventory, requesting an order, and picking up supplies to ensure security staff is sufficiently equipped to protect the public and to keep supervisors informed about supply levels.
8. Opens, secures, and locks facilities for members of the public and City employees to ensure the security of City facilities in the absence of security officers.
9. Prepares daily reports (e.g., vehicle maintenance log) and reports regarding unusual conditions observed (e.g., damage to the facility, hostile individuals) for review by the supervisor for recordkeeping purposes in case vehicle maintenance or an investigation is necessary.
10. May report the number of visitors to a facility for the day to the Security Officer using a visitor log for recordkeeping purposes.
11. May provide clerical assistance such as processing and filing citations, entering data entry (e.g., dispatch information), and answering telephones.
12. May drive City vehicles to transport personnel and/or equipment.

13. Maintains City vehicles by washing, refueling, inspecting, and reporting damages to the supervisor.