

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GUARD I

POSITION CODE: 17681
Effective: 4-16-86

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, patrols buildings and grounds, checking for breaches of security and obviously unsafe conditions, and reports hazardous conditions for correction; controls visitor access to buildings and grounds; may incidentally perform light janitorial duties or receptionist work. Positions allocated to this class may work alone on a shift, guided by work routines and established procedures. This class is distinguished from other related security classifications by the lack of training and responsibility to actively respond to control emergency situations. Such positions mainly insure that emergencies and security violations are readily discovered and reported to appropriate authority.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Patrols buildings and grounds checking for secure and locked doors and windows, security lighting; prepares daily report of findings e.g., unlocked doors, leaking roofs, broken or frozen water pipes, gas leaks, heating or cooling breakdowns, fire hazards, blocked emergency exits, evidence of vandalism, accidents; locks doors, closes windows and turns off office lights or appliances inappropriately left on; notifies proper authorities or maintenance personnel of unusual conditions requiring immediate attention.
2. Controls visitor and vehicular access to buildings, facilities and grounds and parking areas; signs visitors in and out, checks identification, packages, issues passes, offers information and directs or escorts parties to appropriate destination and unlocks doors and gates; tactfully and courteously explains security regulations to maintain control.
3. Prepares written reports of activities and incidents occurring on assigned shift.
4. Guides building occupants to designated areas of safety during fire or weather emergencies and drills.

GUARD I (Continued)

5. Performs routine maintenance tasks, light cleaning and sweeping.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Knowledges, Skills and Abilities

Requires working knowledge of facility security requirements, regulations and work practices.

Requires ability to climb stairs, stand and walk for extended periods during a shift.

Requires ability to greet, communicate security regulations and general information and direct public with courtesy and tact.

Requires ability to recognize and report security and safety hazards.

Requires ability to read work instructions and to organize information into clearly written factual reports of shift activities and incidents.