

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GUARD III

POSITION CODE: 17683
Effective: 4-16-86

DISTINGUISHING FEATURES OF WORK:

Under direction, for a majority of work time, functions as designated lead worker to several Guard II level positions, providing regular shift leadership and direction which requires the services of a lead position for effective security control and staff coordination; may function as the overall staff assistant in the Security Guard Program, or function as a specialist patrolling buildings and grounds to assure proper security coverage for the Office of the Governor.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs several Guard II level positions on a shift providing work direction, guidance, motivation and development of staff in approved guard response procedures; provides documentation of acquired skills; assures proper coverage on the shift and assignment of personnel.
2. Prepares shift schedules and reports, observes performance of lower level guards and makes recommendations to supervisor; maintains time records, schedules vacation and time off; prepares equipment and supply records.
3. Provides specialized security patrol services in the Office of the Governor; monitors surveillance cameras, controls access to the office, receives and routes all calls to the Governor's office after hours, determining proper referral based upon nature of call, calling party, and established procedures; provides emergency first aid and CPR when necessary.
4. Reviews reports prepared by Guard II's, conducts special investigations and prepares related reports.
5. Studies security needs, disaster plans and emergency response readiness procedures and recommends program improvements to supervisor; prepares training curriculum, conducts classes, tests and evaluates class work, and keeps individual training records.

GUARD III (Continued)

6. Makes regular rounds of buildings and grounds to assure proper security staff coverage.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires completion of one year of safety and security experience as a watch attendant, Security Guard or related positions.

Knowledges, Skills and Abilities

Requires working knowledge of facility security requirements and regulations.

Requires working knowledge of leadership skills and carrying out emergency response procedures and techniques, including first aid, CPR, fire and safety control and response protocols for security breaches.

Requires working knowledge of security enforcement regulations, practices and techniques.

Requires ability to patrol buildings and grounds on foot or in patrol car to assure the proper provision of security services by Guard II's.

Requires ability to provide guidance and direction to lower level staff in the enforcement of security regulations and requirements.

Requires the ability to recognize and direct the security response to emergency and safety hazards.

Requires ability to instruct others through security training and development.

Requires the ability to implement written procedures and work instructions, and to organize observed facts into special reports.