

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

SECURITY GUARD I

POSITION CODE: 39851  
Effective: 12-1-87

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, safeguards Department of Transportation facilities, buildings and grounds; patrols agency property, checking for breaches of security, hazards and unsafe conditions and reports irregularities; monitors and controls access to department facilities; may assist in or perform janitorial duties, maintenance and/or receptionist work.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Makes periodic rounds of buildings and grounds to assure doors and windows are secured and that security lighting systems are functioning properly; prepares daily report of such findings as unlocked doors, leaking roofs, broken or frozen water pipes, gas leaks, heating or air-conditioning breakdowns, fire hazards, blocked emergency exits, evidence of vandalism, accidents; locks doors, closes windows and turns off office lights or appliances; notifies proper authorities or maintenance personnel of irregularities requiring immediate attention.
2. Monitors and controls visitor and employee access to buildings, grounds and parking areas; assures visitors/employees sign in and out; checks visitor identification and packages, issues passes, offers information and directs or escorts parties to appropriate destinations and unlocks doors and gates; advises visitors of security rules and regulations in order to maintain compliance.
3. Prepares reports of activities and incidents occurring on the assigned shift.
4. Guides building occupants to designated areas of safety during fire or weather emergencies and drills.

## SECURITY GUARD I (Continued)

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

### DESIRABLE REQUIREMENTS:

#### Education and Experience

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

#### Knowledges, Skills and Abilities

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.