Guard

Job Code 00007070

**General Description**
 Responsible for enforcing the parking regulations of the university, assisting motorists, and securing the safety of students, faculty, and staff.

**Examples of Duties**
- Respond to calls from dispatchers.
- Operate a patrol vehicle.
- Assist motorists.
- Attend shift briefings.
- Report inoperative Emergency call boxes and security lights throughout the campus.
- Issue and process citations for parking violations.
- Issue and process parking permits for visitors, faculty, staff and students.
- Render public assistance as needed.
- Erect and take down barricades or traffic cones.
- Provide security and parking control at special functions.
- Identify, impound, and boot violations.
- Process citation information into computer system.
- Provide security for campus buildings.
- Escort LRC staff to vehicles at night.
- Assist in securing buildings as needed.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** University parking rules and regulations; Board of Regents and university rules and regulations; boot and impound techniques and mechanics; alarm systems; proper procedures for emergency situations; open/close/lock entry doors throughout campus; Emergency Call Boxes; vehicle assists; limited psychology.

**Skill in:** Preparing clear, concise logs, citations, and reports; taking phone messages; working as a team member; interact courteously with the public.

**Ability to:** Understand policies and procedures; perform intermediate math; inspect fire extinguishers and check alarms; boot and impound vehicles.
**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**