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.

Education and 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

Revised 09/20/2012