

Park County

Job Description



Title:	Security Guard	Code:
Division:	Security Crew	Effective Date: 4/19/2016
Departments:	Events	Last Revised:

GENERAL PURPOSE

Security Guards are responsible for the safety and security of all exhibitors and their family members, event/fair patrons, staff, judges, clerks, superintendents, other volunteers, contractors including vendors, livestock, exhibits, equipment and facilities. General security of the fairgrounds facilities and for all fair events and activities. Assist in identifying and minimizing risks. Conduct all duties necessary to maintain the fairgrounds in a clean, safe and operable condition.

SUPERVISION RECEIVED

Works under the general supervision of the Security Crew Supervisor

SUPERVISION EXERCISED

None, although may serve as project leader or provide guidance to other department staff.

ESSENTIAL FUNCTIONS

Adhere to and enforce venue and event policies and procedures.

Assist in preparation of facilities for fair patrons.

Provide excellent customer service to internal and external customers and suppliers. Always be friendly and courteous, and show self-control. Maintain positive attitude, present professional image and possess excellent observation and communication skills. Must be able to use good judgment, integrity, and self-discipline.

Responsible for the safety and security of all exhibitors and their family members, event/fair patrons, staff, judges, clerks, superintendents, other volunteers, contractors including vendors, livestock, exhibits, equipment and facilities.

General security of the fairgrounds facilities and for all fair events and activities. Assist in identifying and minimizing risks to individuals, livestock and animals, and equipment. Assist with traffic flow, evacuations and other crowd management duties. Reports suspicious activities and suspected violations of policies, as well as local, state and federal laws, etc.

Conduct all duties necessary to maintain the fairgrounds in a clean, safe and operable condition.

Be familiar with fairgrounds and facilities in general, and the schedule of activities and events, including the Park County Fair, in order to address questions from patrons and other visitors regarding general directions and emergency issues relating to maintenance and personal safety.

May be required to drive County vehicles or equipment in performance of job duties.

Maintain a regular and punctual attendance. Must be able to work flexible hours including nights and weekends.

Perform any other duty or task as assigned. Communicate issues, challenges and deficiencies to supervisor that prevent successful completion of assigned tasks, projects or duties, goals, objectives or action plans

QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or equivalent required. Some college preferred.
- B. Must be TIPS Alcohol trained and certified (Training for Intervention ProcedureS) within the past five years.
- C. Valid driver's license required.
- D. Reliable transportation required.
- E. Must be 21 years of age or older.

2. Required Knowledge, Skills, and Abilities:

The ideal candidate will be proactive, optimistic team player, have a positive attitude and the ability to multi-task as well as the following:

Strong work ethic required.

Must follow department / division dress code.

Clean cut, level headed and have a desire to help others.

Have the ability to handle high stress situations with members of the public who may not be in the right mind set due to consuming too much alcohol.

Must be able to communicate effectively with public, verbally and in writing; maintain effective working relationships with supervisors, fellow employees, and the public. Must be able to read and understand written information and follow directions. Ability to write legibly and understand and apply specific rules. Must be able to comprehend and execute instructions.

Ability to use a computer for moderate periods of time.

3. Special Qualifications:

Must pass background check.

4. Work Environment:

Work outside in hot/cold conditions and possible inclement weather.

Tasks require a variety of physical activities involving walking, standing for long periods of time, stooping, climbing, lifting, reaching, balancing, talking, hearing and seeing.

Requires some climbing and lifting, dealing with the public and walking within the facility for extended periods of time.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____