

 Oroville Hospital	Department: Maintenance
	Dept.#: 8460 Last Updated: 7/23/08

Job Description for Security Guard

Reports To

Director of Maintenance

Job Summary

The Security Guard is responsible for policing hospital buildings and grounds to prevent fire, theft, vandalism, and illegal entry. Assists staff with unruly visitors and patients, alleviates plant safety and environmental conditions.

Duties

1. Periodically tours buildings and grounds, examining doors, windows, and gates to determine that they are secure and not tampered with
 - a. Check all hospital doors on an hourly basis
 - b. Check physician offices and mobiles at least twice a shift
 - c. Check parking lots at least three times a shift
2. Confronts unauthorized persons for questioning, routes or detains them, or telephones police for assistance, according to circumstances
3. Sounds fire signal to alert fire department and hospital personnel in event of fire to extinguish fire
4. Patrols hospital grounds to detect unauthorized persons or vehicles
5. Checks cars and verifies if vehicles are parked in restricted areas, such as fire zones, turnarounds, ambulance entrances or reserved parking spaces
6. Checks exterior lighting and access routes to emergency and fire entrances
7. Escorts personnel to and from parking lots or between buildings as requested
8. Answers visitor's questions concerning locations of various offices, rooms, and other areas within the hospital

Qualifications

1. Ability to speak read and write English and follow written and oral instructions
2. Up to 3 months on-the-job training to learn location of safety and plant equipment
3. Must possess a valid California driver's license with a clean DMV record

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Lifting Requirements

Lifting: Heavy is considered lifting 100 pounds maximum, with frequent lifting and/or carrying of objects weighing up to 50 pounds. May stand for up to 8 hours a day, walks and climb stairs, and ladders while on duty. Field of vision needed to detect unauthorized persons, malfunctioning equipment, or fire, works inside and out.