



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

JOB ANNOUNCEMENT

Position Title: FT/PT Security Guard
Department: Sawmill
Grade: NE2 (\$10.00)
Supervision: Security Supervisor

Continuously Accepting Applications

Job Summary

Provides security to ensure the protection, safeguarding and security of assets, personnel, court, customers and visitors.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Conducts security patrols of facilities, buildings, grounds, trailers and assigned areas to prevent theft, vandalism, burglaries, and other illegal criminal activity.
- Maintains logs of all people and materials entering or leaving the premises.
- Notifies local police for the presence of unauthorized persons.
- Prepares and submits reports as required, including patrol log.
- Surveys areas for unauthorized persons, vehicles and monitors for fire.
- Ensures public remains out of hazardous property and areas.
- Ensures cleanliness of building, guard shack and restrooms.
- Informs and warns violators of rule infractions.
- Checks and ensures building is locked.
- Operates and monitors Surveillance equipment. Monitors and records all activity. Reviews tapes for any theft.
- Assists with ground keeping, weed control, parking lots, sidewalks, and all exits/entrances/overhead canopies are clean and clear of snow and ice, gravel and sand when needed.
- Ensures equipment is clean and in working order. Changes light bulbs as needed.
- Attends training classes and seminars on security methods, techniques, safety, first aide, and related law enforcement activity.
- Performs other duties as assigned.

Minimum Qualifications

- Must have a High School diploma or GED.
- Must have dependable transportation to the Mescalero and Alamogordo Sawmills.
- Must have a valid NM Driver's License.

- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of safety operations and procedures, safety methods and practices.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of security operations, principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Skill in observation techniques.
- Ability to work extended hours and various work schedules.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to follow instructions in verbal and written format.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to exercise independent judgment.
- Ability to enforce the laws fairly and impartially with due regard for the rights and safety of individuals and the preservation of property.
- Ability to use good judgment and foresight.

Physical Demands

While performing the duties of this job, the employee regularly is required to walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee occasionally is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Work Environment

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote, steep, rugged, mountainous areas with unimproved dirt roads and trails. Situations may occur where prolonged sitting, driving, walking, or waiting is required. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required. There is frequent interaction with the public. Travel may be required.

How to apply: Tribal application can be pick up and return to the Human Resources.