



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title:	(2) Security (Swing & Overnight shift)	
Department:	Sawmill	
Employment Status:	Non-Exempt	Grade: NE3
Opening date:	May 13, 2024	Closing date: May 24, 2024

Job Summary

Responsible for the security, monitoring, and protection of tribal property and its surroundings, in various places in Mescalero Tribe and in Alamogordo preventing against criminal activity, damage, and theft of property. The incumbent must be able to work various shifts and area stationed.

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 property stationed at Mescalero and/or Alamogordo sites.
- Maintains logs of all activities throughout shift.
- Notifies local police and supervisors/director regarding the presence of unauthorized persons.
- Prepares and submits reports as required including patrol logs.
- Surveys areas for unauthorized persons, or other suspicious activity.
- Ensures public remains out of hazardous property and areas.
- Informs and warns violators of rule infractions.
- Checks and ensures building and other areas are locked and secured.
- Sweeps cleans office empties trash, keeps restrooms clean before getting off shift.
- Assists with ground keeping, weed control, pick up trash, are clean and clear of snow and ice, gravel and sand on a daily basis.
- 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 be team oriented and take direction well.
- Must be able to work flexible hours, weekends, Holidays and as requested.
- 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 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.
- Ability to handle any altercation that occurs as instructor and per policy.

- 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.