

Lavaca-Navidad River Authority

Job Description

Job Title:	Security Officer
Department:	Project Operations
Reports To:	Director of Law Enforcement/Security
FLSA Status:	Non-Exempt
Salary Range:	\$11.75 - \$21.60 per hour
Prepared By:	Human Resource Manager
Approved By:	General Manager
Approved Date:	September 2024

Summary

Security personnel are responsible for providing security to safeguard the public and protect LNRA property including Headquarters Complex, Brackenridge Recreation Complex (BRC), spillway, pipeline, parks, boat ramps, buildings and gates.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Maintain safe and secure environment for customers and employees by patrolling and monitoring premises and personnel.

Patrol project area with emphasis on inspecting major facilities such as dam, spillway, pump stations, parks, boat ramps, Headquarters Office, and BRC.

Monitor water distribution controls, early warning system, and wastewater plant for malfunctions and security alarms and respond as required.

Assist as needed in water delivery and flood control operations.

Monitor and communicate as needed with the state, local law enforcement and EMS services in Jackson County.

Maintain a daily shift log and complete Crime Star reports.

Monitor changes in conditions as it pertains to schedules or incidents that may affect work schedule.

Demonstrate proficiency with LNRA issued handgun and shotgun.

Assist Management Staff as needed.

Comply with LNRA Safety Manual.

Supervisory Responsibilities

This position may include supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to communicate effectively in the English language, both orally and in written form.

Mathematical Skills

Basic math skills.

Reasoning Ability

Intermediate reasoning ability skills. Must demonstrate dependability, objectivity and sound judgement.

Certificates, Licenses, Registrations

Valid Texas Driver License. Insurable driving record. Commissioned Security Officers License from the Texas Private Security Bureau (PSB) required or ability to be certified and/or a current and valid Texas Peace Officer license issued by the Texas Commission on Law Enforcement (TCOLE) or ability to be TCOLE certified.

Other Skills and Abilities

Must be able to qualify under the PSB and/or TCOLE standards with a pistol and shotgun. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to read and write operations and maintenance manuals, schematics, and material safety data sheets in the English language. Troubleshooting skills and ability to interpret results.

Other Qualifications

Must be able to work a flexible schedule: shift work, days, nights, weekends, and holidays. May be subject to call 24 hours a day. This position is considered safety sensitive and will be subject to random drug and alcohol testing. Must pass a psychological examination.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds in order to repair and service pumps, motors, and machinery. The employee must be capable of climbing a ladder to a minimum of 50 feet; climbing a minimum of one flight of stairs on an intermittent basis; and open and close wire and metal gates. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Tools and Equipment Used

While performing the duties of this job, the employee is frequently required to operate the following equipment: Automobile, light trucks and trailers, testing equipment, computer calculator, copy machine, telephone, pager, two-way radio, gages, meters and levels, hand and power tools, welding equipment, and lawn care equipment.