



# City of Tempe

## MUNICIPAL UTILITIES SECURITY OFFICER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	100	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Municipal Utilities Security Officer
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from management or supervisory staff in the Municipal Utilities Department.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of security experience. Experience in the performance of law enforcement or private security duties, either civilian or military is preferred.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	Possession of a valid driver’s license.
<i>Additional:</i>	Must pass a police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To provide unarmed security for employees and the public in and around Municipal Utilities Department facilities and property, by patrolling and observing activities, monitoring ingress and egress of personnel and vehicles, assessing situations and resolving problem activities or calling the police to respond.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Represent the city’s Municipal Utilities Department as the first point of contact for visitors.
- Verify visitor appointments; communicate with staff to gather appointment details; understand and enforce the visitor policy, entrance procedures and any related procedures (i.e., gate control, badging, personal protection equipment in designated areas).
- Direct or escort visitors, deliveries, shipments and contractors to assigned areas when entering facilities.
- Monitor entrance gates and access control security systems, video surveillance systems, portable handheld radios and other security equipment to facilitate ingress and egress of employees, contractors, visitors and vehicles; prevent unauthorized access.
- Provide remote asset entry and work oversight as needed.
- Maintain post at malfunctioning security assets to control access.
- Perform physical patrol of assigned areas.
- Maintain a daily log of activities conducted during the work shift.
- Complete internal security related reports associated with job duties, to include incident reports and statements to law enforcement.
- Work with other City departments on security-related matters and assist to resolve security issues, when necessary.
- Attend meetings and training sessions, as needed.
- Assist the Water Utilities Division with safety and security issues.
- Act as a liaison with police and Fire and Medical Rescue, when appropriate, and contracted security for the City.
- Maintain a high level of confidentiality.
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe’s competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective July 2002*

*Revised June 2005 (exp, training, and license changes)*

*Revised April 2006*

*Revised July 2008 (title change, job description update)*

*Revised August 2012 (job duties update)*

*Revised January 2017 (update physical/mental activities)*

*Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)*

*Revised August 2023 (update job title, essential job functions, min qualifications, and job duties)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Municipal Utilities Security Officer**

**Job Code: 100**

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			X	
Stationary / Stand			X	
Move / Traverse			X	
Machinery*	X			
Electrical*		X		
Power Tools*	X			
Hand Tools*		X		
Personal Protective Equipment*			X	
Respirator*				
Airborne Chemical Exposure				
Airborne Biological Exposure				
Computer Software			X	
Physically handling of chemicals		X		
Indoors			X	
Outdoors			X	
Around, in or on water		X		
Extreme Heat			X	
Extreme Cold			X	
Office Setting			X	
Confined Spaces	X			
Excessive Noise**	X			
Heights		X		
Sewage Exposure		X		
Bodily Fluid or bloodborne pathogen exposure		X		
Bend / Stoop / Twist			X	
Crouch / Squat			X	
Kneel / Crawl			X	
Above Shoulder Level			X	
Below Shoulder Level			X	
Repetitive Arm Use			X	
Repetitive Wrist Use			X	
Repetitive Hand Use			X	
Climb Stairs / Ladders			X	
Neck Range of Motion			X	
Traverse Uneven Surface			X	
Traverse Even Surface			X	

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	X	X	26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs	X	X

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.
<b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.
<b>Respirators:</b> 1/2 face or full-face cartridge.
<b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens

**\*\*Hearing test is required**