

Quechan Housing Authority

POSITION DESCRIPTION

TITLE: **Security Captain**

REPORTS TO: Executive Director

JOB SUMMARY

Under the direct supervision of the Executive Director of the Quechan Housing Authority (QHA), the incumbent will be responsible for planning and developing a program of security for the Quechan Housing Authority, and supervising security officers assigned.

ESSENTIAL FUNCTIONS

1. Achieve the goals and mission of the Quechan Housing Authority as set forth in the Security Force Policy.
2. Day to day management and execution of all security related activities within the Fort Yuma QHA premises.
3. Long term planning and leadership for meeting needed security measures necessary for implementation of the Housing Policies and Procedures.
4. Plan together with the Executive Director, policies and procedures manual for Security at QHA.
5. Set work schedules and post orders for security officers under supervision.
6. Produce monthly reports for the Executive Director of QHA.
7. Assist Tribal and local Law Enforcement agencies.
8. Respond to the QHA resident complaints as directed by the Executive Director.
9. Must be available to work weekly calendar days and holidays.
10. Must be available in emergency situations.
11. Cooperate with local Law Enforcement Agencies. (May be called to testify in Criminal and Civil Court).
12. Required to attend training in the use of an Electronic Restraining Device (Taser), Pepper spray, and Baton
13. Safeguard the confidentiality of company records, documents, general information and maintain the highest level of confidentiality on all matters pertaining to QHA.

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14. Must be responsible, dependable, and professional.
15. Follow verbal and written instructions.
16. Establish and maintain effective working relationships with staff, maintain effective working relationships with people of varied socioeconomic, public agencies, federal agencies, statewide organization, educational, and cultural background.
17. Performs any duties as assigned by the Executive Director or Designated Supervisor.

EDUCATION, EXPERIENCE, LICENSES

Education and Experience

1. High school diploma or general education degree (GED), vocational training preferred, and four years related experience or training, or equivalent combination of education and experience.
2. Completed a course of study prescribed for graduation from an accredited school in Private Security
3. Must have at least ten (10) years experience in security field.
4. Completed Security Officer Training
5. Satisfactorily completed a course in Powers to Arrest.
6. Must have minimum knowledge of cell phone and two-way radio operations.
7. Knowledge and ability to operate office equipment, familiar with office computer software (Microsoft Word, Outlook, and other Microsoft Office Programs), office practice and procedures must be proficient.
8. Must be willing to attend further training in areas related to job performance.

Licenses

- Possession of a valid driver's license and be insurable with Quechan Housing Authority insurance plan.
- Must pass a pre-employment alcohol/drug test and submit to a background investigation.
- Must not have **any** felony convictions (this will also include any misdemeanors related to drugs, alcohol, violent crime, larceny or sex offenses) and have no pending court actions of any type against him/her.

PHYSICAL REQUIREMENTS AND DEMANDS

While performing the duties of this job, the employee will regularly be required to sit, stand (for long periods of time), walk, climb, stoop, kneel, crouch, balance, and lift up to fifty (50) pounds. The Employee must be in good physical and emotional condition adequate to meet the demands of assigned duties. Have the ability to work in local climatic conditions (Excessive heat).

I have received a copy of the above position description for **Security Captain**. I have read the statement listed above and understand it. I am able to perform all duties and responsibilities listed above and or any other duties as required by my Supervisor.

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