

# METRO

## Classification Description

**Title:** Safety and Security Officer  
**Job Code:** 6026  
**Pay Range:** 09  
**FLSA Status:** Non-exempt

**Bargaining Unit:** AFSCME 3580  
**Established:**  
**Revised:** 2007

### **Classification Summary**

Provide safety/security and controls access to Metro employees, visitors and property by monitoring visitors, assisting in emergency situations, responding to requests for information or assistance and ensuring enforcement of Metro's safety policies and procedures. Provide protection of Metro facilities against trespass, vandalism, theft, fire or other threats through patrol of facilities.

### **Supervision Received**

Supervision is received from the Supervisor and/or Manager.

### **Supervision Exercised**

May provide lead direction to temporary or seasonal security staff members and contracted security officers.

### **Essential Functions**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Monitors activity of visiting public, contractors and vendors. Monitors building(s), alarm panels, video and audio monitors and security computer output. Logs relevant events.
2. Patrols grounds on foot and makes random inspections of assigned areas to enforce Metro's policies, standards and regulations.
3. Investigates suspicious persons or activities. Takes appropriate action.
4. Provides assistance to the public in emergency and non-emergency situations. Administers first aid and requests medical service as necessary. Provides general information to the public on Metro.
5. Assists medical personnel by directing traffic, crowd control and securing needed equipment.
6. Maintains radio communications with supervisors and other security agents.
7. May train and direct the work of temporary or seasonal Safety/Security staff and contracted security services to ensure compliance with Metro's policies and regulations.
8. Performs lock-up and unlock of buildings, exhibits, etc., according to current directives, special requests and special events. Issues keys and/or card keys to employees and maintains key log; activates and deactivates keys as required.

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9. Assists in motor vehicle and pedestrian traffic control as necessary. Directs traffic to ensure smooth flow through congested areas.
10. Liaise between Metro, police bureau and district attorney's office regarding legal incidents on Metro property.
11. Prepares and maintains a variety of records and reports on all violations and safety/security situations observed. Maintains accurate log of all activities.
12. Schedules fleet cars.
13. Assists other security and/or Metro staff or volunteers in safety/security related issues.

### **Secondary Functions**

1. Other duties as assigned.

### **Job Specifications**

- High school diploma or G.E.D., six months of safety and/or security experience and the physical ability to perform assignments; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

### **Knowledge, Skills and Abilities**

- Remain calm under pressure and during stressful situations
- Interact positively with all customers, clients, visitors, and co-workers
- Prioritize, assign and direct the work of others
- Train temporary and seasonal employees in the job duties of the position
- Understand and apply criminal law and Metro policies and regulations
- Administer first aid and CPR
- Use radios and other security equipment
- Conduct thorough security inspections and general observations
- Analyze a situation and adopt a quick, effective and reasonable course of action, particularly under stressful or confrontational conditions
- Communicate effectively with the general public, Metro staff and elected officials
- Write clear and accurate reports
- Reasonable knowledge of occupational and material hazards
- Work independently, at night, particularly outside
- Operate a computer and software
- Physical strength and agility sufficient to perform assignments
- Requires a Department of Public Safety Standards and Training Certification (DPSST) from the State of Oregon
- Requires possession of First Aid and CPR Certification

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#### **Working Conditions**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties of the position are performed indoors and outdoors and may be performed in inclement weather conditions. Position may require frequent or continuous walking, standing and talking, good general hearing and vision. May also require occasional sitting, kneeling, bending, handling, grasping, reaching, stooping, running and lifting/carrying up to 50 pounds or pushing/pulling up to 200 pounds with assistance. Position may require incumbent to perform in tight spaces.