



## Job Description

<b>Position Title:</b>	Unarmed Security Guard
<b>Reports to:</b>	Director of Maintenance / Onsite Manager as assigned
<b>Department:</b>	Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Type:</b>	Regular, Full-Time
<b>Salary Range:</b>	\$21.00/Hourly
<b>Shift:</b>	Third/Graveyard
<b>Work Location:</b>	Anaheim, CA

### About the Role

The Security Guard, non-sworn and unarmed, is responsible for securing and protecting Anaheim Transportation Network's (ATN) premises, personnel, and assets. This role involves patrolling ATN operating locations, monitoring surveillance equipment, inspecting buildings, and controlling entry points to prevent unauthorized access, theft, or vandalism.

### Important

- Guards are not authorized to physically apprehend, subdue, or restrain any member of the public for any reason. Unless it is an act of self-defense to protect staff, visitors, or oneself from harm
- ATN tools, equipment, supplies and materials shall not be removed or borrowed from the premises, except in the normal course of accomplishing assigned work
- If a crime is witnessed, Guards are required to immediately contact the local police and observe the area from a safe distance

### Responsibilities

*(This list is not intended to be a complete listing of all the job duties required of this position, but to provide information on the general scope of the position.)*

- **Security Monitoring and Patrol:** Conduct hourly patrols on foot and by vehicle, utilizing security scan checkpoints at designated locations. Observe and report any suspicious or illicit activity, vandalism, or security concerns to the designated onsite manager and local law enforcement as needed.
- **Access Control:** Monitor entry points, verify employee badges, issue visitor badges, and escort visitors to appropriate locations. Periodically inspect access points to ensure doors are secured after business hours.
- **Emergency Response:** Identify and respond to emergency situations, including medical incidents, power outages, fire alarms, and crisis scenarios. Contact the appropriate emergency responders and notify onsite management.
- **Incident Reporting:** Observe, identify, and document unlawful, suspicious, unsafe, and unauthorized activities. Complete incident reports for theft, accidents, unusual activity, or security breaches.
- **Safety Enforcement:** Foster a culture of safety by participating in training sessions, safety committees, and emergency drills. Ensure compliance with ATN security protocols and procedures.



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- **Overnight Duties:** Conduct routine external and internal security checks, respond to security alarms, and document incidents. Request unauthorized individuals to leave the premises and notify the Facilities Manager or law enforcement if necessary.
- **Equipment and Key Control:** Securely manage assigned keys, keycards, and access devices. Report lost or misplaced access tools immediately. Maintain and properly use company equipment and promptly report damages or maintenance needs.
- Perform other duties as assigned

#### Knowledge and Experience:

- A valid and current security guard registration card issued by the State of California, Department of Consumer Affairs, Bureau of Security and Investigative Services (BSIS).
- High school diploma or equivalent preferred but not required.
- Certification in first aid, CPR/BLS, and self-defense is a plus.
- Proven experience as a security officer, with the ability to assess situations objectively and respond appropriately.
- Effective communication skills in both written and spoken English.
- Professionalism, self-motivation, and strong people skills.
- Regular attendance and punctuality required.
- Ability to work independently and as part of a team.

#### Additional Requirements

- A valid California Driver's License (CDL) required
- Must provide proof of eligibility to work in the U.S.
- Ability to work flexible schedules, including nights, weekends, and holidays, based on operational needs.

#### Equal Employment Employer

Anaheim Transportation Network (ATN) is an Equal Opportunity Employer and does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable local, state, or federal laws.



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