

# Position Description for Guard

## BASIC FUNCTION OF POSITION

The primary mission of Access Control Assistant is to provide protection for AIT personnel and to protect AIT facilities and equipment from damage or loss due to violent attack, theft or unauthorized access. The incumbent shall act as an early warning signal to the Regional Security Office and other AIT security personnel.

## MAJOR DUTIES AND RESPONSIBILITIES

## % OF TIME

1. Observes on a continuous basis the area around his fixed post for security hazards, surveillance, plus all authorized activity. Recognizes emergencies, unusual incidents, and developing problems. 45%
2. Checks ID cards, screens visitors and vehicles, and controls parking at NOC. Controls access of persons delivering goods or performing services. Screens all non-employees for dangerous items with a walk through metal detector. Opens and inspects brief cases and packages of all non-employees on entry. Maintains log books and security equipment. 45%
3. Will be required to work overtime. May be required to perform special functions during VIP visits, official receptions, dinners, parties, and important meetings. 10%

## QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

**Education:** High school diploma is required.

**Prior Work Experience:** One year of security experience in guard related duties is required.

**Post Entry Training:** On-the-job

**Language Proficiency:** Level 2 English and Level 2 Chinese are required.

**Job Knowledge:** A basic understanding of guard duties and functions is required.

**Skills and Abilities:** Must have the ability to follow instructions, be alert, and be reliable in attendance and performance. A valid driver's license is required.

## **POSITION ELEMENTS**

**Supervision Received:** Under the supervision of the NOC Security Supervisor (PSA-500).

**Supervision Exercised:** None

**Available Guidelines:** OBO and AIT policies, guard orders, LES Handbook and supervisor's instructions and guidance.

**Exercise of Judgment:** Must be firm, but discreet and cooperative when screening visitors or staff members. Must be effective in carrying out the duties. Must know when to seek assistance in handling difficult situations.

**Authority to Make Commitments:** None

**Nature, Level and Purpose of Contacts:** Deals directly with a wide range OBO staff, contractors working on the site and all persons visiting the NOC site. Is expected to maintain effective liaison with police officers on duty near his post.

**Time Expected to Reach Full Performance Level:** Six months.