

Position Description for RSO Guard

BASIC FUNCTION OF POSITION

Performs guard duties on a regular or rotating shift at any of the AIT facilities located in Taipei. Protects the safety of AIT's property and personnel.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Controls access to AIT perimeter or offices by ensuring that only authorized personnel are permitted entry. Checks ID and maintains a log-book of all visitors. Conducts thorough physical search of large number of visitors and visa applicants and their belongings with the help of HHMD and WTMD. Operates sophisticated X-Ray machine and Ion Track Itemiser to detect concealed bombs, weapons, and other illicit items in the large volume of packages that AIT receives daily. Operates AIT's main electrical sliding gate and the delta barrier in a precision manner so as to ensure that security is not compromised and at the same time safety is maintained of vehicles entering and exiting main AIT compound. Conducts regular and basic maintenance of the X-Ray machine and Ion Track Itemiser by the duty guard, and a record is kept in the log book. In case of a bomb threat, imminent assault, or fire emergency, the duty guard responds by executing the standard operating procedures. Maintains constant coordination with the SD Team to ensure security of AIT property and personnel. 40%

Controls access of all vehicles to AIT main compound. Conducts a thorough and systematic bomb of search of all incoming vehicles in accordance with standard DSS regulations. Uses bomb search mirrors and Ion Track Itemiser for detection of concealed bombs. Operates the electrical sliding door and the electrical vehicular barrier arms to control access of vehicles. 20%

Patrols on vehicle (Jeep Cherokee) AIT facilities including Hsinyi Apartments, Director's downtown house, ATO, PAS, ATC and YMS residential area. Patrols on foot of AIT main compound internally and externally, YMS residential area as well as CLASS. 20%

Assists in implementation of emergency procedures; prepares written incident report in Chinese, assists in crowd during public demonstration in case situation goes out of control. Uses collapsible Baton, handcuff, and physical force to subdue person that pose threat to AIT's normal operation or the safety of AIT staff. 20%

QUALIFICATIONS REQUIRED

- **Education:** Completion of high school is required.
- **Prior Work Experience:** One year of security experience in guard related duties is required.

- **Post Entry Training:** On the job training
- **Language Proficiency:** Level II (Limited Knowledge) of English and Level II (Limited Knowledge) of Mandarin are required.
- **Job Knowledge:** A basic understanding of guard duties and functions.
- **Skills and Abilities:** Must have the ability to follow instructions, and be reliable in attendance and performance. AIT/T will provide training for other specific skills. Motorcycle and vehicle licenses are required.

POSITION ELEMENTS

- **Supervision Received:** The guard is directly supervised by the shift supervisor who reports to the Guard Commander for final report to the RSO.
- **Supervision Exercised:** None, unless designated as “Senior Guard” who would supervise a shift in the absence of the shift supervisor.
- **Available Guidelines:** Oral instructions, written guard orders, DOS and AIT policy and regulations.
- **Exercise of Judgment:** The guard is expected to exercise judgment in situations that require immediate action to ensure the safety of AIT/T personnel and property. On a routine basis the guard will refer to the Guard Commander for guidance in handling unusual occurrences.
- **Authority to Make Commitments:** None. The guard does not have the authority to make commitments binding on AIT/T or which bind AIT/T to a specific course of action.
- **Nature, Level and Purpose of Contacts:** General visitors and operators of vehicles desiring access into AIT/T building or onto AIT/T property.
- **Time Expected to Reach Full Performance Level:** The guard should become proficient in the full range of guard duties within six (6) months.