



Position: Security Guard  
Reports to: Lead Security Guard, Security Manager  
Department: Event Services  
FLSA Status: Non-Exempt

### **SUMMARY**

The Security Guard is responsible for ensuring the safety of patrons, staff, vendors and property. The Security Guard patrols assigned territory regularly to inspect premises for signs of intrusion or tampering. They are also responsible for writing incident reports for any disturbances or problems that may arise.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Stand guard during events to ensure safety of patrons, staff, vendors, participants and others on premises.
- Monitor and respond appropriately to any alarms and investigate disturbances
- Tour post regularly to ensure safety of patrons, staff, vendors, participants and others on premises.
- Handle any disturbances or problems that arise during event or at the facility. If necessary, escort disruptive individual(s) to security office and/or off the premises.
- Write incident reports and meet with security supervisor to review procedures
- Inspect fire extinguishers/sprinkler systems to ascertain they are set to operate.
- Tour facility, examining doors, windows and gates to ensure they are secure and free of signs of intrusion or tampering.
- Assist with crowd control inside and outside of premises.
- Control unusual circumstances and events during fire, storms, riots and other emergencies.
- Make sure work space is cleaned and trash removed at end of shift
- When necessary, accept, log, secure and notify appropriate person by phone and e-mail of any deliveries made to building.
- Keep record of all keys, radios and other facility equipment that are signed out.
- Operate equipment such as gator, pallet jacks, forklifts, genie lifts, carts, fire extinguishers or other light power driven equipment.
- All other duties and responsibilities as assigned

### **SUPERVISORY RESPONSIBILITIES**

This position has minimal supervisory responsibilities. In the event supervisory responsibilities are temporarily assigned, they must carry out supervisory responsibilities in accordance with SMG's policies and applicable laws.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **EDUCATION AND/OR EXPERIENCE**

- At least 18 years of age
- High School Diploma or Equivalent
- Previous experience as a Security Guard is preferred

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- CLEET certification must be obtained within six months of hire

## **COMPUTER SKILLS**

- Ability to operate security system
- Ability to operate a personal computer using Windows and Microsoft Office software.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of security technology, CCTV, Door Access System and security project implementation.
- Ability to operate and effectively communicate on a radio
- Ability to effectively communicate while dispatching calls
- Ability to handle conflicts, make common sense decisions and exercise proper action during high tension and stressful situations
- Effective negotiation and mediation skills
- Ability to communicate effectively and to prepare, maintain and analyze records and reports in English.
- Ability to work well with other staff members in the facility projecting a positive and professional image
- Professional appearance and comes to work in complete and clean assigned uniform
- Ability to be punctual and complete shift assignments
- Strong customer service skills
- Maintain the highest standards of business ethics

## **PHYSICAL DEMANDS**

- Constant standing and walking
- Manual dexterity consistently required to use hands, to finger, handle or feel building keys, open doors, and use a radio.
- Repetitive motion of the wrists, hands, and fingers.
- Occasional climbing, crouching, stooping, bending, kneeling or balancing to access different parts of the building.
- Occasional sitting while viewing security monitors
- Visual acuity required due to the possibility of spending long periods of time viewing security monitors
- Visual acuity required to inspect authorized or unauthorized vehicles
- Exerting up to 100 pounds of force occasionally, and /or up to 50 pounds of force frequently, and/or up to 15 pounds of force constantly to move objects.

## **WORKING ENVIRONMENT**

- May be exposed to vibrations during events caused by extreme noise.
- May be exposed to strobe lights/lasers during events.
- Moderate to extreme exposure to noise during events.
- This position may require working outside with exposure to extreme heat or weather conditions.

## **HOURS OF WORK AND TRAVEL REQUIREMENTS**

- Travel negligible
- Shifts vary – Required to work any shift needed (as scheduled)
- Ability to work irregular hours, including nights, weekends, and holidays.
- Overtime required on a regular basis during busy times of year

**NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.**

TO APPLY:

*Submit Resume & Cover Letters to:*

Human Resources Coordinator  
Chesapeake Energy Arena-Cox Convention Center  
One Myriad Gardens  
Oklahoma City, Ok. 73102  
[hrrsmg@chesapeakearena.com](mailto:hrrsmg@chesapeakearena.com)  
Fax (405) 605-8037  
Phone (405) 602-8500

Applicants who need a reasonable accommodation to complete the application process may contact (405) 602-8500.

**SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.**