



Position Description

Position Title: Security Guard

Job Code: *TBD*

Salary Grade: *TBD*

Department: Security

Reports to: Security Manager

FLSA Status: Non-Exempt

Date: January 2019

Job Summary: Responsible for monitoring security to prevent theft of vehicles, parts of vehicles, and reduce or eliminate financial losses at the auction.

Primary Responsibilities:

1. Patrols premises to prevent and detect signs of intrusion and ensure security at the auction.
2. Checks all buildings, doors, and gates at shift change when applicable.
3. Answers car alarms and investigates discrepancies.
4. Monitors and authorizes the entrance and departure of employees, customers, and visitors to guard against theft and maintain the security of the premises.
5. Records reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, and/or unusual occurrences.
6. Contacts police or fire departments in case of emergency, such as fire or the presence of unauthorized persons.
7. Warns persons of rule infractions or violations.
8. Inspects all auction vehicles exiting; allows only those vehicles issued an authorized gate pass by AAA staff to leave the premises.
9. Reviews and inspects all gate passes for the vehicles authorized to leave the premises and performs other related duties as assigned.
10. Assists dealers with cars when needed...putting air in tires, jump starting vehicles, etc.
11. Interacts with and directs public as needed.
12. Maintains security vans if applicable...at the end of a shift where van was utilized, gas up, check tire pressure, oil, etc. (do not leave for the next person) This only applies when multiple guards are on shift and available to cover.
13. Job description subject to change per management.

Knowledge, Skills, and Abilities Required at Time of Hire:

1. Ability to operate a five-speed manual transmission vehicle.
2. Must be able to sit and remain alert while monitoring premises for a period of up to twelve hours.
3. Exceptional verbal and written communication skills; ability to express information clearly.
4. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
5. Must be proficient in basic computer skills.

6. Ability to work independently as well as in a group setting.
7. Ability to troubleshoot problems, evaluate options and implement solutions.
8. Ability to analyze information and make effective decisions.
9. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette; searches for ways to improve service and sales.
10. Conflict resolution skills.
11. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to handle constructive feedback and implement an appropriate action plan.
13. Working knowledge of the traffic rules, AAA safety and other regulations.

Education and Other Requirements:

High School Diploma or general education degree (GED) along with at least two to three years related experience and/or training; or equivalent combination of education and experience is required.

Certificates and Licenses:

A Valid driver license is required of every Akron Auto Auction employee, along with an insurable driving record.

Job Context:

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. Must be able to shift manual transmission and operate foot pedals of the vehicle.
3. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
4. Occasionally lifts up to 15 pounds.
5. The noise level in the work environment is can be moderate to loud because of the close proximities of running vehicles.
6. This position is performed mostly outdoors, on the lot, or in the vehicle.
7. Akron Auto Auction is monitored by a Security Guard 24 hours a day, individual's hours and days vary.
8. Exposure to extreme conditions in outdoor weather while working on company grounds and with vehicles.

Performance Indicators:

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

Acceptance of Responsibility:

I, _____ have reviewed the above job description and fully understand the conditions set forth therein, and as employed as the _____,

I will perform these duties to the best of my knowledge and abilities.

Employee Signature

Date