

AUB

JOB DESCRIPTION

JOB TITLE: Security Officer

DEPARTMENT: Protection

DIVISION:

SECTION:

1. BASIC FUNCTION:

Maintains the control systems in College Hall. Includes operating equipment checking all floors, controls the lobby in College Hall, patrolling all floors, controlling the main lobby etc...

2. DUTIES PERFORMED:

- a. Monitors the closed Circuit TV in the College Hall as well as the Access Control System.
- b. Controls the fire alarm system, the elevators, panels and other systems such as UPS and Pump Unit.
- c. Operates and controls the lighting panel and the electric door of the delivery area.
- d. Patrols and checks all floors in the building. Examines doors and windows to determine their security. Checks equipment to report any malfunctions. Reports all incidents to Supervisor.
- e. Controls the main lobby of College Hall during working hours. Observes departing personnel to guard against theft of property. Checks all items entering and leaving the building. Issues ID cards to visitors of College Hall.
- f. Performs other duties such as settling disputes, reporting security hazards to supervisor.

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3. WORK CONTACTS:

Daily contact with AUB Personnel, students and visitors.

4. INDEPENDENCE OF OPERATION:

Works according to established procedures and specialized security standards. Supervisor keeps advised of work progress and spot checks completed work.

Reports to Chief of Protection and receives work direction from assigned Supervisor.

5. SUPERVISORY RESPONSIBILITY:

None.

6. PHYSICAL EFFORT:

Slight effort involving walking and standing for approximately 90% of the working time.

7. WORK CONDITIONS:

Normally Clean and Pleasant.

8. MINIMUM REQUIREMENTS:

- a. Baccalaureate Technique in Computer or Electronic (BT).
- b. Two years experience in a similar field.
- c. Good knowledge of English.