

# NJ1350494

## Security Guard

Gloucester County Housing Authority  
WOODBURY, NJ, 08096

## Duties and Responsibilities

DEFINITION: Works to Maintain a secure and safe environment for the protection of the tenants.

### LOCATION:

COLONIAL PARK  
401 S. EVERGREEN AVENUE WOODBURY NJ

### EXAMPLES OF WORK:

Man the security office of the apartment complex for a stated length of time;  
Admit only those persons to the building who have a right to enter;  
Secure the signature of all visitors in the visitor's log (both in and out);  
Respond as instructed to emergency calls from tenants;  
Respond as instructed to alarms maintained at various entrances and exits;  
Answer incoming telephone calls and give appropriate responses;  
Inspect the building as instructed;  
Report all unusual occurrences to supervisor;  
Perform all security staff functions as outlined in the Security Guard Book;  
Maintain security log, record all work orders as required, and prepare special reports as requested on significant occurrences;  
Maintain an active current knowledge of contents in Security Guard Book in each building assigned and act in accordance with directives in Security Guard Book and other additional written and oral instructions.

### REQUIREMENTS:

1. Ability to read, write, speak and understand English sufficiently to perform the duties of this position.
2. Knowledge of the equipment used, methods, and practices and of occupational hazards, if any, and safety precautions of the work being performed.
3. Ability to understand, remember, and carry out oral and written directions, to learn quickly from oral and written explanations and from demonstrations, to take needed safety precautions in performing the work, and to take care of tools, equipment, materials, and supplies.
4. Ability to work harmoniously with clients, tenants, applicants, landlords, contractors and to work harmoniously with co-workers, superiors, and all others with whom one comes into contact with while performing the duties of this position.
5. Maintain a consistent record of timely attendance on the job.
6. Willingness to assume other responsibilities of a similar nature as assigned.
7. Willingness to be neat in appearance, clean, well groomed and wear uniform, if directed.
8. Have and maintain a VALID NEW JERSEY DRIVER'S LICENSE.

### SPECIAL REQUIREMENT:

MUST HAVE VALID NJ DRIVER'S LICENSE AND OWN TRANSPORTATION.  
APPLICANT MUST CERTIFY THAT THEY HAVE NOT BEEN CONVICTED OF A CONTROLLED DANGEROUS SUBSTANCE, OR CONVICTED OF ANY CRIME OTHER THAN MINOR TRAFFIC VIOLATIONS.

### HOURS:

Saturday and Sunday 8AM-4PM (16 Hours)  
hours may vary on occasion to cover vacations, etc.

### SALARY:

\$12.43/ Per Hour

### Nature of Work

**Duration:** Part Time, Regular

**Normal Work Days:** Varies

**Working Hour per Week:** 16 hour(s)

**Normal Work Shifts:** First (Day)

**Salary Range:** 12.43 - 12.43 /Hour

**Post is open till:** 19th February, 2018

### Education

Applicants should have No Specific Requirement

**License**

Applicants must have following driver's license: Class D/Regular:

**Special Requirements**

Applicant must HAVE NJ DL AND OWN TRANSPORTATION