

SECURITY OFFICER I (PART TIME)

The Security Officer I (Part Time) provides security and patrol services at assigned LMHA offices and properties. May assist the Security Director in providing training to LMHA staff as assigned.

Minimum starting wage is \$21.00 per hour. LMHA offers part time employees a retirement plan with OPERS.

Minimum requirements: high school diploma or GED and a minimum of three (3) years of law enforcement or security patrol services. An equivalent combination of education and relevant experience will be considered. Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio driver's license within 14 days of employment.

Please download the application packet from the website. Completed packets can be emailed to jobs@lmha.org, faxed to 440.288.7361 or mailed to: LMHA, Human Resources Department, 1600 Kansas Avenue, Lorain, OH 44052. Applications accepted until position is filled.

EQUAL EMPLOYMENT OPPORTUNITY AUTHORITY



LORAIN METROPOLITAN HOUSING AUTHORITY

SECURITY OFFICER I

Reports to: Security Director
Department: Security
Location: Development AMP
Status: Non - Exempt
Salary Range: \$18.59 - \$27.87 per hour
Pay Grade: 3
Revision: July 2023

General Statement

Summary: The primary purpose of this position is to provide security and patrol services at assigned LMHA offices and LMHA properties. May assist the Security Director in providing training to LMHA staff as assigned. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related or a logical assignment in association with this position.

Duties and Responsibilities

Safety and Security:

Patrols assigned areas, reports any activity that may be illegal, dangerous, or in violation of LMHA lease agreements, policies, and procedures; maintains accurate records of problem situations, observations and information gathered while on assignment; maintains a visible presence at developments occupied by LMHA residents.

Secures LMHA buildings and parking areas as assigned; monitors Central Office lobby and/or Management Office lobbies and scheduled events as assigned; available to respond to emergency situations such as fires, power outages, etc. as needed.

Reports and records any action taken during an investigation.

Completes written and/or verbal reports of occurrences, observations, and incidents.

Ensures that investigative documentation is maintained on a timely basis and contains all necessary information.

Assists the Security Director in conducting security training courses for all LMHA staff as needed.

Assists the Security Director in implementing security plans for LMHA as needed.

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Additional Duties:

Devotes appropriate attention to LMHA objectives as assigned, ensuring that such goals are met or exceeded.

Works after hours and maintains on call status as needed.

Performs other duties as assigned.

Qualifications

Education/Experience: High school diploma or GED and a minimum of three (3) years of law enforcement or security patrol services experience. An equivalent combination of education and relevant experience will be considered.

Language Skills: Ability to communicate effectively with staff, residents, and the public.

Mathematical Skills: Basic math skills.

Reasoning Ability: Problem solving

Computer Skills: Ability to learn computer programs needed for the position.

Certificates, Licenses, Registrations: Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio's driver's license within 14 days of employment.

Knowledge, Skills, and Abilities

Must pass drug/alcohol screen, employment reference, and criminal history background check and any other pre-employment requirements of LMHA.

Ability to interpret and explain policies and/or procedures to help others understand and implement them.

Ability to effectively follow instructions and directives.

Requires effective customer service skills for internal and external customers and all stakeholders.

Requires strong interpersonal and organizational skills.

Requires excellent communication and interviewing skills.

Ability to work with and serve a diverse, cultural, ethnic, disabled population and relate to individuals at all socio-economic levels.

Requires ability to work with teams to promote safety, lease compliance and enforcement.

Requires a high degree of motivation, self-direction, and the ability to effectively perform assigned duties.

Ability to pay attention to detail.

Requires a high degree of confidentiality.

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Ability to conduct job duties effectively to support the mission of LMHA.

Ability to deescalate problems and situations.

Ability to explain reasoning for actions taken and be able to document such reasoning clearly.

Ability to use small office equipment, including copy machines or multi-line telephone systems.

Ability to use computers for word processing, data entry, emails, surveillance systems.

Ability to accurately exchange information in person, in writing, and via email and telephone.

Ability to speak, read, and/or write Spanish a plus, but not required.

Physical Demands/Work Environment

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to walk outside in variable conditions and must drive a vehicle in all kinds of weather. The employee is frequently required to visit and move about LMHA properties, meet with residents, conduct investigations, and observe property activities. Incumbent is also required to maintain a stationary position, operate computers and other office equipment, security cameras, move about the office, attend onsite and offsite meetings, and communicate with others. The employee is frequently required to talk, see, visually distinguish colors, have visual depth, and color perception, smell and hear within a normal range. The employee frequently performs repetitive motions of the wrist, hands, and/or fingers, primarily while using a computer or hand tools. The employee is frequently required to stand and walk; ascend and descend stairs; reach with hands and arms; kneel, bend, stoop, twist, crawl, climb, balance, or crouch; feel, finger, grasp manipulate and handle objects. The employee must occasionally lift, push, pull, transport, and/or move up to 40 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is performed in an office, on residential properties, and in an outdoor environment. Employee may be exposed to outdoor weather conditions and possibly hostile and/or dangerous situations. The noise level in the work environment is usually moderate to occasionally loud.

ADA/EEO Compliance

The Lorain Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.