



Job Title: Unarmed Security Officer (HOA)

POSITION OBJECTIVE: Unarmed Security Officers are responsible for detecting any suspicious behavior and deterring vandalism, thefts or other criminal behavior. The goal is to help in maintaining excellent working conditions by keeping the community safe and problem-free.

****PILB Guard Card & Valid Driver's License are REQUIRED!!!*****

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Conduct Security Patrols (Vehicle or Foot)
- Be Alert and Watchful or any irregular situation that may be dangerous or other to the officer.
- Alert the Proper authorities in case of any unauthorized personnel or other criminal activity
- Alert the Fire Department and EMS in case of a fire at the assigned site/Post
- Control the Ingress and Egress of Assigned site/post
- Conduct Speed Enforcement
- Write Incident Reports of any investigation conducted by the officer during their shift
- Preferred experience in Law Enforcement or Military or a minimum of six to twelve months of Professional Security Services

MINIMUM REQUIREMENTS AND QUALIFICATIONS FOR THIS POSITION:

- Must have a valid PILB Guard Card ready!
- Must have a valid Driver's License and clean DMV record ready!
- MUST have reliable transportation to work
- Must be flexible to work weekdays, weekends, holidays, day & night shifts
- OVERTIME may be required without notice

- MUST be able to Multitask
- Must pay close attention to details
- Must have time management skills
- Must be able to think/work clearly in a fast-paced environment and make decisions while under pressure
- Must have basic computer skills for data input in our security report system
- Ability to effectively speak, write, and understand English
- Clear and verifiable employment record
- Huntleigh USA/LAS is a 24/7 operation
- Must be a U.S. Citizen or permanent resident or possess a valid work permit
- Minimum of High School Diploma or GED
- Must be at least 18 years of age
- Must pass a pre-employment drug and alcohol test and random throughout time of employment
- Must maintain personal appearance and hygiene
- Work well as part of a team and with minimal supervision
- Must have a working cell phone
- Must have a clean background and able to obtain a SIDA airport badge if and when necessary
- The desire and ability to provide outstanding customer service on a continuous basis
- Must have Customer Service Etiquette and Phone Etiquette
- May be subject to taking a MMPI-5 Evaluation test if needed.

PHYSICAL DEMANDS:

- Must be able to Stand for a long period of time and be able to stay alert throughout your shift
- Must be physically able to defend themselves
- May be subject to performing a Physical Agility testing

SHIFTS AVAILABLE:

AM: 06:00 – 14:00 (Including weekends)

PM: 22:00 – 06:00 (Including weekends)

SALARY: \$13.50 per hour

COVID-19 PROCEDURES: Company policy requires all employees to wear a mask while working and to adhere to any and all additional safety measures required at the facilities in which we operate.

ABOUT HUNTLEIGH USA CORPORATION

Established in 1992 provides general and aviation security solutions and services to commercial and private companies. The company offers general security services, such as background checks, event security planning, retail loss prevention, risk analyses, security concept development, security guards/officer services, security surveys and audits, and security system design. It also provides security consultant services; and aviation and other related services, such as access control, aircraft guarding and cleaning, aircraft search, airline crew transportation, baggage security, charter flight screening, janitorial services, passenger screening, pre-board screening, skycap, and wheelchair services.