



**PART-TIME SECURITY OFFICER**

**Classification**

Non-Exempt, Non-Bargaining Unit

**Reports To**

Security Officer Supervisor

**Salary Range**

\$17.50 - \$24.05 per hour

**Date**

February 5, 2025

**Job Description**

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**Summary/Objective**

The position is responsible for the safety and security of the facilities by acting as a visible deterrent to crime. Security is responsible to detect, respond appropriately, and report suspicious, unsafe, or criminal acts on Lancaster Parking Authority (LPA) property. Security personnel are required to approach others in a tactful manner, react well under pressure, and treat others with respect and consideration. Additional responsibilities include providing customer service and operational support.

**Essential Functions**

- Performs security patrols and escorts on foot, bicycle, or vehicle.
- Investigates and documents security activities including accidents, incidents, suspicious activities, safety and fire hazards and other security related situations.
- Maintains a working knowledge of all emergency policies and procedures.
- Ability to handle both common and crisis situations, calmly and efficiently.
- Provides any needed assistance to customers, employees and visitors following LPA's policies and procedures.
- Provides operational support as needed including emergency equipment repair, traffic flow assistance, tracking vehicle layover activity and other duties as assigned.

**Competencies**

- Communication – Respect & Response
- Customer Service Focus – Positive Attitude
- Ethical Conduct – Honesty & Integrity
- Safety

**Required Education and Experience**

- High school diploma or equivalent.
- Good working knowledge of security operations, safety practices and enforcement procedures.
- Valid driver's license with acceptable driving history.

**Preferred Education and Experience**

- Security, military, or law enforcement experience
- CPR and First Aid Certification



**Additional Eligibility Qualifications**

- Ability to speak, read, write and comprehend the English language.
- Ability to convert military time to standard time and time calculation.
- Ability to perform basic mathematical skills (addition and subtraction).
- Ability to define problems, establish facts when documenting an incident.

**Position Type/Expected Hours of Work**

This position is either full-time or part-time. Each shift will be scheduled based on operational needs every day of the week, all shifts.

**Work Authorization/Security Clearance**

Candidate will be required to successfully pass drug screen, criminal background clearance and DMV records clearance.

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

While performing the duties of this job, the employee is frequently subject to the outside environmental conditions. The employee may be exposed to a high noise level and vehicle exhaust.

**Physical Demands**

While performing the duties of this job, the employee is required to ride a bicycle for a significant portion of the shift. The employee is regularly required to talk or hear. The employee is required to stand and walk for extended periods of time; kneeling or rest on knees; use hands to finger, handle or feel; and reach with hands and arms. The job is considered as light work. The employee may exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. The employee must be able to move agilely to avoid moving vehicles. The employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.



**AAP/EEO Statement**

The Lancaster Parking Authority (LPA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the LPA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

**Other Duties**

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_