



## Security Guard

Page 1 of 4

**Job Title:** Security Guard  
**Supervisor Title:** Superintendent  
**FSLA Status:** Non - Exempt  
**EEOC Class:** 009 – Security Guard

### General Summary:

The Security Guard maintains a safe and secure environment for personnel by monitoring and administering access and egress to the job site. The Security Guard is expected to use their experience and judgment to make decisions within their limits of authority.

### Measures of Impact:

The Security Guard has an impact on Operations and Health and Safety. This is an entry level hourly position within the company. There is little or no budget responsibility. The Security Guard has authority to stop work for any hazardous condition that could develop in his/her work area.

### Essential Duties and Responsibilities:

1. Read and interpret site-specific Safety Plan at each site; may be amended daily.
2. Control access to the job site by checking employee's identification badges as they enter and exit the job site.
3. Distribute and collect thermoluminescent badges from personnel as they enter and exit the job site.
4. Obtains help by making notifications over two-way radio.
5. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures.
6. Escort visitors to the site office complex.
7. Submit reports of daily activity and occurrences.
8. Read SDSs that accompany all new and existing chemicals brought to or used at the work site.
9. Ability to demonstrate common sense understanding and carrying out detailed written and oral instructions.
10. Perform other duties as assigned.

### Required Knowledge, Skills, and Abilities:

1. Ability to deal effectively and tactfully with a wide variety of individuals in person, via telephone, two-way radio and in writing. Excellent customer relations skills.
2. Have a strong work ethic.
3. Must have and maintain a valid driver's license if assigned to operate any Envirocon vehicles and must meet the company's vehicle insurance requirements.
4. Must be able to read and comprehend safety plans, rules, maintenance instructions, training manuals, Safety Data Safety Sheets (SDSs), warning tags, traffic signs and procedure manuals.
5. Must be physically able to perform job tasks.
6. Wear and work in different types of Personal Protective Equipment (PPE).
7. Must be able to pass all required training i.e. HAZWOPER, Rad Worker II, etc.
8. Must be able to pass background screen.

### Education and Experience:

1. High School Diploma or General Education Degree preferred. Prefer previous experience working as a security guard preferred. Previous experience in the construction industry preferred.



## Security Guard

Page 2 of 4

### **Additional Eligibility Qualifications:**

1. Required to participate in routine Medical Surveillances and substance abuse program.

### **Travel:**

Local travel to the Midnite Mine site is required. Employee must have a valid driver's license and reliable transportation to and from work.

### **Expected Hours of Work:**

This is a full-time position. Standard days and hours of work may vary based on project timelines and workload. Shift work may be required.

### **Preferred Training/Experience:**

1. Experience with behavior-based safety programs.
2. Current 40-HR HAZWOPER Training.
3. First Aid/CPR
4. Experience working as a security guard.

### **Career Path:**

Laborer, Equipment Operator, Truck Driver, Foreman.



# Security Guard

Page 3 of 4

## PHYSICAL REQUIREMENTS

Check physical demands that must be met to perform the essential functions of this position. If a Requirement is not applicable, leave blank. (See Physical Requirements Definitions page of the Job Analysis Questionnaire for more detail.)

<b>Amount of Time Spent per Work Day</b>			
Requirements	Up to 1/3	1/3 – 2/3	2/3 or more
Climbing	X	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	X	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	X	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	X	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	X	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	X	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	X	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X
Static Position	X	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	X	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	X	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	X	<input type="checkbox"/>
Fingering	X	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	X	<input type="checkbox"/>	<input type="checkbox"/>
Feeling	X	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	X
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	X
Seeing	<input type="checkbox"/>	<input type="checkbox"/>	X
Repetitive Motions	<input type="checkbox"/>	X	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	X	<input type="checkbox"/>
Driving	X	<input type="checkbox"/>	<input type="checkbox"/>



## Security Guard

Page 4 of 4

If this position requires lifting and carrying, please complete the following chart.

<b>Check Both Amount of Time Spent per Work Day and From Which Level</b>							
-----Time Spent per Work Day-----				-----Level-----			
<b>Weight</b>	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 - 2/3</b>	<b>2/3 or more</b>	<b>Waist</b>	<b>Knee</b>	<b>Floor</b>
Up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X
Up to 25 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>				
Up to 50 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>				
Up to 100 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>				
More than 100 lbs*	<input type="checkbox"/>	X	<input type="checkbox"/>				

\*Only with mechanical assistance

**Work Environment:**

Outside environment, exposure to all weather conditions and temperature extremes. Site specific exposure to hazardous and/or radioactive materials requiring proper use of Personal Protective Equipment. Noise levels are site specific and may be subject to PPE.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The statements herein are intended to describe the general nature and level of work being performed by employees, and are not construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.