

Title:	Effective Date:	Grade:	Job Category:
AHP Security Guard	June 17, 2023	VII	Protective Services
Prior Title:	Prior Effective Date:	Grade:	Page:
AHP Guard	June 24, 2017	VII	1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for security duties at the Central Office complex to enhance safety and security for Department employees and visitors and to ensure that Department property is protected against fire, theft and vandalism.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

ESSENTIAL JOB FUNCTIONS:

- Make walking rounds and conduct visual security checks of buildings and grounds.
- Monitor Central Office security camera video.
- Monitor security systems for proper functionality and correct and/or report any malfunctions.
- Greet visitors and issue visitor badges and employee day passes as required.

SECONDARY JOB FUNCTIONS:

- Monitor mobile two-way radio and telephone.

MINIMUM REQUIREMENTS

Education and experience: Ability to read, write and accurately receive and forward emergency communications.

Knowledge, skills and abilities: Ability to operate and verbally communicate using a mobile two-way radio.

Working conditions: Ability to work shifts.

Licenses, registrations and certifications: Valid driver's license.

A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol Testing Program.

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.