

Title: Security Guard	Effective Date: June 17, 2023	Grade: V	Job Category: Protective Services
Prior Title: Guard	Prior Effective Date: September 3, 2013	Grade: V	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for security duties at the Central Office complex, sign shop, or District headquarters to ensure that all 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:

- Conduct visual security checks of yard and buildings utilizing security clock.

APPLICABLE TO DISTRICT:

- Monitor District radio and telephone.

MINIMUM REQUIREMENTS

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

Knowledge, skills and abilities: Ability to operate District radio.

Working conditions: Ability to work nights.

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

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.