

The University of Texas at San Antonio

Job Description

Job Title: Senior Guard
Code: 16342
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: University Police
Reports To: In accordance with specific departmental policies

Summary

- Function: To enforce, on an assigned shift, the rules and regulations of the University of Texas System Administration pertaining to the safeguarding of employees, building, property and the parking of vehicles at the University System Complex.
- Scope: Responsible for enforcing the regulations pertaining to the parking of vehicles on University property; directing traffic; patrolling University property to safeguard buildings and property under the control and jurisdiction of a component institution of The University of Texas System. Responsible for training Guard I personnel. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Duties

- Typical:
 1. Enforces the rules and regulations of the University of Texas System to include providing security for the campus and special events; and conducting foot patrols of buildings and grounds
 2. Checks permits on vehicles parked on campus; and issues visitor permits as needed.
 3. Provides customer service to students, employees, and visitors; and coordinates directing and routing procedures.
 4. Trains new guards through a structured training program, monitors and evaluates trainees
 5. Collects monies from parking meters; performs preventive maintenance inspections on vehicles; and may train part-time employees on procedures.
 6. Performs other duties as assigned.
- Periodic:
 1. Attends meetings.

Education

Required	Preferred
High School Graduation or GED.	N/A

Other Requirements

Required	Preferred
Must successfully complete a required Field Training Officer program.	N/A
Must have the physical and mental capabilities to properly carry out his or her responsibilities and duties as a guard of The University of Texas System Police.	
Demonstrated ability to make frequent minor decisions and occasional decisions of some significance.	
Valid Texas Driver's License.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of experience as Guard I, or its equivalent, within the UT System.	N/A

Equipment

Required	Preferred
Must be proficient with the operation of all equipment utilized by the University Police Department necessary to perform assigned tasks.	NA

Working Conditions

Usual	Special
Work involves a degree of hazard.	N/A
May be required to work on any one of three shifts with varying days off.	
Exposure to outside weather conditions.	

Supervision

Received	Given
Work is performed under the general supervision of a Sergeant, University Police. Supervision is usually available in person or by radio. Work is reviewed for completeness, accuracy and compliance with departmental policy and procedure.	Training and evaluating Guard I personnel, as assigned.

Accuracy

Proficiency in all phases of duties performed.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.