



# Navajo Agricultural Product Industry Job Description

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Job Title: **Security Guard**

Location: **NAPI Farm Operations**

Work Schedule: **Varied/ Long Hours/Weekends Required** Department: **318**

Exemption Status: **Non-Exempt** Grade: **11** Salary Range: **\$9.50 - \$13.64**

Reporting Relationship: **This position reports to the Security Supervisor**

## **Summaries of Duties and Responsibilities**

This position was created to protect NAPI property by maintaining a high visibility (presence) to deter illegal and inappropriate actions, observing (either directly, through patrols, or by watching alarm systems or surveillance cameras for signs of crime, fire or disorder and then taking action and reporting any incidents to NAPI and emergency services as appropriate.

## **Shared Responsibilities:**

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company policies and procedures.
- Follow safety guidelines and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain a team environment with other departments.
- Champion NAPI in the community.

## **Primary Duties and Responsibilities:**

### Essential Functions

1. Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
2. Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
3. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
4. Answer alarms and investigate disturbances.
5. Circulate among visitors, patrons, or employees to preserve order and protect property.



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6. Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
7. Escort or drive motor vehicle to transport individuals to specified locations or to provide personal protection.
8. Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
9. Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
10. Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

Performs other related duties and assignments as required.

### **Education, prior work experience, and specialized skills and knowledge:**

- This job requires a High School Diploma (or GED or High School Equivalence).
- This job requires some college course work in Business, Criminal Justice or relative field of study.
- This job requires the incumbent to obtain certification in CPR, Defensive Driving, First Aid and specialized training relevant to security/law enforcement.
- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- This job requires the incumbent to have at least 2-3 years of work experience in a Security or Law Enforcement related field.
- This job requires the incumbent to have ability to communicate information and ideas so other will understand, both verbally and in written form.
- Ability to speak in Navajo is highly preferred.
- This job requires knowledge of principles and processes for providing customer service and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- This job requires giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interruption at inappropriate times.
- This job requires using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- This job requires a good working knowledge of security operations, safety practices in a business environment and enforcement procedures.
- This job requires the ability to communicate effectively both orally and in writing with staff and the public, to understand and follow standard operating procedures, to perform duties in a professional manner and appearance, to write and investigate



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required reports; to make independent and good judgment decisions within proper policy and procedures.

- Must be able to provide information to supervisors and co-workers by telephone, in written form, e-mail, or in person.
- Must be able to develop constructive and cooperative working relationships with others, and maintaining them over time.
- Must be able to enter, transcribe, record, store, or maintain information in written or electronic form.
- Must be able to keep up-to-date technically and applying new knowledge to your job.
- Must be able to use computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Must have the following work styles:
  1. Self Control
  2. Stress Tolerance
  3. Persistence
  4. Initiative
  5. Dependability
  6. Cooperation
  7. Concern for Others
  8. Leadership
  9. Achievement/Effort
  10. Integrity
- Job requires ability to operate: two way radio, personal computer or laptop, and Company vehicle.

### **Physical environment and working conditions:**

This job requires you to work in and out of the office with exposure to heat and cold temperatures, gases, fumes, and chemicals.



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### Physical Demands

Strength	Hearing	Kneeling
Stamina	Visual Acuity	Crouching
Physical Flexibility	Visual Color Perception	Squatting
Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting
Manual Dexterity	Walking	Climbing
Lifting 50# minimum		

### Business machines and computer software used:

Ability to operate a Company Vehicle, two-way radio, a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2007 (Word, Excel, Power Point, Project, & Outlook).

### Other factors, such as access to confidential information or contact with the public:

Must read and acknowledge NAPI's Non-disclosure agreement.

I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

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

\_\_\_\_\_ Supervisor \_\_\_\_\_ Date