



DETROIT WATER AND SEWERAGE DEPARTMENT

JOB POSTING

735 Randolph - Suite 2000
DETROIT, MI 48226

OPEN COMPETITIVE

Please read entire document before starting your application

Job Category: Security
Title: Security Officer
Minimum Salary: \$28,213
Open Date: Monday, June 15, 2015
Location: DWSD Facilities

Recruitment Unit: Security Unit
Vacancies: To Generate a List
Maximum Salary: \$38,088
Close Date: Open Until Filled

GENERAL SUMMARY:

The Security Officer is a responsible and accountable member of a quasi-law enforcement security and protection services program as the first line of protection and safety provisions for the Detroit Water and Sewerage Department (DWSD), its' staff and customers, patrolling, observing, reporting, supporting, assessing, monitoring, coordinating and deterring of unauthorized, dishonest, criminal and negative conduct activities or practices and maintaining order for the organization; shall respond to emergencies or accidents rendering proper assistance and aid including, but not limited to, fires, sabotage, trespassing, hazardous disasters, disorder, medical emergencies, unauthorized gatherings and workplace disturbances, by following the proper procedures and steps to detain responsible individual(s); operate fire emergency equipment as applicable; provide secured ingress and egress to DWSD properties admitting only authorized persons and materials by practicing strict protocols including identifying persons, vehicles and cargo.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- A minimum of two (2) years prior security officer, law enforcement or military experience
- Must possess Concealed Pistol License, certified training and carry only as directed

ESSENTIAL JOB FUNCTIONS:

Provide for the safety and protection of DWSD facilities and staff. Patrol of DWSD facilities and sites observe and report incidents. Conduct physical security assessments. Monitor security equipment, follow and coordinate security procedures. Deter criminal incidents. Prevent negative conduct and maintain order for the DWSD organization. Perform shift work which includes all day, afternoon, night, weekend and holiday assignments. A valid Michigan Driver's License and the ability to drive a motor vehicle on all terrain. Wear personal protective equipment (PPE). Follow security and safety policies and procedures in carrying out work duties. Provide on the job training.

RELATED JOB FUNCTIONS:

Support any and all DWSD Security operations as determined by the Security and Integrity Officer or assigned designee. Perform related work duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Federal and state criminal laws and statutes
- Basic security functions and responsibilities inclusive of rules, guidelines, policies and procedures regarding security oriented operations with emphasis on safety and protection

SKILL TO:

- Observe, respond to and report criminal or negative activity
- Respond to emergency situations



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SKILL TO continue:

- Monitor technical equipment (cameras, alarms, monitors)
- Intervene and mediate conflicts
- Communicate with and support security staff and law enforcement officials
- Excellent communication, writing, and time management skills including the handling of multiple responsibilities and assignments
- Conduct comprehensive unbiased investigations and provide thorough reports
- Use basic technology

ABILITY TO:

- Complete and/or review reports, forms and logs
- Make required notifications and other communications
- Interact with the community, citizens and customers
- Ensure the safeguarding of evidence and non-DWSD property
- Safeguard and inspect DWSD property
- Effectively utilize appropriate security and safety equipment and procedures
- Maintain regular and reliable attendance
- Communicate effectively, both verbally and in writing
- Understand and follow verbal and written instructions
- Establish and maintain effective working relationships with others
- Communicate frequently with team members and other units across the Department about process, equipment or potential problems
- Develop proficiency in unit specific operations and software
- Direct team activities or to work as a team member

ESSENTIAL REQUIREMENTS

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position requires the ability to sit, walk, stand, drive or work for long periods of time, demonstrate normal color perception, hear audible alarms and detect abnormal equipment sounds; visually inspect equipment and processes at any time of the day or night, pass vision test and wear personal protective equipment.

Environmental Working Requirements:

This position requires the ability to work in all conditions involving exposure to outside elements and seasonal weather, water and sewerage treatment facilities, office environment, plant or field environment, exposure to computer screens, plant noise and air quality. DWSD is a twenty-four (24) hour operation, 365 days of the year.

Other Requirements:

- Valid Michigan Driver's License
- Ability to work irregular hours, to commute to DWSD facilities and work sites, and respond to after-hour emergencies and on-call responses
- Practice strict confidentiality at all levels internal and external to the organization. Promote proper work ethics relating to general appearance; punctuality; attendance, productivity; good order; and discipline. Subject to the delegation of other assignments based on security unit needs and responsibilities as required.



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Please Note: Employment with the Detroit Water and Sewerage Department has been set apart from the established employment processes of the City of Detroit.

THE WAY WE WORK

The Employees of DWSD . . .

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner in accordance with the DWSD Common Behaviors
- Apply the proper safety/security practices according to established protocols, guidelines and policies

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Specific job duties may vary from position to position. Employees in this class are required to undergo alcohol and drug screening and are subject to a criminal background investigation.

Please submit an employment application, letter of interest and resume for this position to:

**Detroit Water & Sewerage Department
Attn: Karen Darty, Human Resources Generalist
735 Randolph, Suite 2001, Detroit, MI 48226**

**The Employment Application can be found on DWSD's Website:
http://www.dwsd.org/pages_n/careers.html**