

MUNICIPAL BUILDING COMMISSION*

350 South 5th Street, Suite 105

Minneapolis, MN 55415

Job Posting

Posted: January 27, 2016 Ends: February 27, 2016

Title: Security Officer

Responsible for uniformed security officer duties related to the monitoring and patrol of the premises in a manner consistent with established policies and procedures which will secure the City Hall and Courthouse against fire, theft, vandalism and illegal entry after hours, and to provide a quality customer service to building occupants and the public.

Job Functions:

- Control access to building and monitor access to public and non-public areas.
- Operate electronic surveillance, life/safety, and security systems and equipment.
- Respond to calls for security service, alarms and emergency situations
- Evaluate an emergency and/or hostile situation and react, direct, and communicate an appropriate response.
- Make periodic inspection tours of buildings and grounds to watch for and guard against fire, theft, illegal entry, building rules infractions, and other irregularities.
- Understand and apply MBC security and life safety regulations.
- Accurately complete security documents and reports
- Participate in all departmental mandated meetings and training assignments

Education/ Experience and Licenses/Certificates :

- High school diploma or GED equivalent or demonstrated reading, comprehension and writing skills and three (3) years of security experience; OR approved equivalent of training and experience.
- Successful completion and maintenance of Hennepin County Sheriff's Office and Minneapolis Police Department background checks.
- Successful completion and maintenance of Hennepin County Security Officer training program.
- Valid Driver's License
- EMSRB First Responder or EMT Certification or ability to attain within 6 months of hire
- Position has a 6 month probation period.

Knowledge, Abilities and Skills:

- Knowledge of basic principles and practices in security field.
- Knowledge of Federal, State and local laws relevant to security operations, security techniques and procedures.
- Knowledge of CCTV functions and Report Writing functions
- Establish and maintain effective working relationships with security partners.
- Skill in computer use and software appropriate to the position. Skill in oral and written communication appropriate to the position.
- Ability to prioritize work and assignments and perform customer service functions

This description does not include all work that may be assigned or restrict the emphasis of the work assigned.

Additional Information:

Represented union position. 2016 Hourly Pay Rate: \$15.97 with periodic pay increases
Access to medical, dental and life insurance benefits; access to 457 Deferred compensation and Pre-tax programs.

Application process may include computer testing exercise and writing samples. A supplemental questionnaire may be required.

Interested applicants should complete an MBC employment application located at www.municipalbuildingcommission.org and submit it to Mark Pearson, Municipal Building Commission, 350 South 5th Street, Suite 105, Mpls. MN. 55415.

Applications will be accepted until the position is filled.

Invitations to interview will be based upon an assessment of education and experience.

* The Municipal Building Commission is funded jointly by the City of Minneapolis and Hennepin County and manages the care and control of the Minneapolis City Hall/Courthouse.