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DUTIES AND RESPONSIBILITIES:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers and conducting private persons arrests as necessary.
- Completes detailed reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains organization's stability and reputation by complying with legal requirements and company policies.
- Contributes to team effort by accomplishing related results as needed.
- Provide assistance directing Law Enforcement and Emergency Services Personnel to incidents that occur on Client Property.
- Safely Operate Company Vehicle's as needed, and complete vehicle inspection forms
- Provide exceptional customer service and communication skills, both orally and written
- Manages multiple tasks simultaneously
- Ensures all required reports are submitted accurately and on a timely basis
- Must be flexible with hours and operate on an "on-call basis"
- Must be responsive with communications at all times.
- Constant mental alertness and attention to detail required while setting priorities and following up on assignments
- Use initiative and independent judgment within established guidelines
- Must be able to read and understand all operating procedures and instructions
- Must be able to handle pressure of working with high volume general public
- Meet company grooming standards and wear the proper uniform
- Responsible for accountability and proper care and maintenance of all assigned equipment



QUALIFICATIONS:

- High school diploma or equivalent required.
- Must possess a valid State of California BSIS Guard Card.
- Must display exceptional customer service and communication skills.
- Read, understand and clearly speak English.
- Must have exceptional interpersonal skills with ability to deal with all levels of management and the general public in a professional and effective manner.
- Must possess good time management skills.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Good judgement with the ability to make timely and sound decisions.
- Must have commitment to excellence and high standards.
- Climb stairs, ramps, or ladders occasionally during shift.
- Occasionally bend/twist at waist/knees/neck to perform various duties
- Occasionally lift or carry up to 40 pounds; run as needed.
- Work in various environments including adverse outdoor conditions such as cold, rain or heat.
- Stand or walk constantly (for up to an entire shift) on various surfaces.
- Experience with walk-through and hand held Metal Detectors preferred.



The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.