

## **PEORIA CIVIC CENTER VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	<b>BUILDING SECURITY GUARD</b>
<b>RESPONSIBLE TO:</b>	<b>SECURITY SUPERVISOR</b>
<b>FSLA:</b>	<b>Part-Time, hourly</b>

### **MAJOR FUNCTIONS:**

1. Patrol facilities as scheduled and assigned; respond to requests and emergencies according to established policies and procedures.
2. Unlock and/or lock doors before and after events as required. Secure facility when unoccupied.
3. Complete required daily reports.
4. Assist visitors and employees, when applicable.
5. Maintain lost and found articles.
6. Issue keys and radios and maintain accurate records.
7. Perform fire extinguisher and sprinkler inspections.
8. Maintain vehicle log and check out system for Peoria Civic Center vehicles.
9. Issue parking violations
10. Put up and take down the flags.
11. Answer radio phone patches.
12. Write maintenance work orders on items observed as needing attention while performing patrol checks.
13. Perform a variety of related duties as required and/or assigned.

### **QUALIFICATIONS:**

Previous experience in security preferred. Must have no prior felony convictions and must have valid Illinois drivers' license. Must be able to walk significant distances and stairs. Must be able to lift 50 lbs. occasionally. Must be able to open, close and lock doors and visually inspect monitors and alarms. Must be physically able to escort adult from premises. Must be able to maintain security logs and use radio. Position is exposed to some adverse environmental conditions.

### **TO APPLY:**

This position offers a competitive salary and benefit package. Please send a copy of your most recent resume and cover letter which includes salary requirements to:

Human Resource Manager  
Employment@peoriaciviccenter.com  
Peoria Civic Center  
201 SW Jefferson Ave.  
Peoria, IL 61602  
Fax: (309) 680-3585

SMG is an Equal Opportunity/Affirmative Action employer,  
And encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to  
apply. VEVRAA Federal Contractor.