

### **Pauma Valley Community Services District: Unarmed Security Gate Attendant**

Seeking a Gate Attendant to work part time (min 28 hours a week with additional on call) for a private community.

#### **Responsibilities:**

Security administration work:

- Scheduling, Public Relations with residents and local businesses, monthly board meeting, Safety and Security reports, overseeing security staff (Patrol and Gate attendants), equipment inspection and all issues pertaining to security.
- Perform security patrols of Community Services District in vehicle and on foot
- Watch for irregular or unusual conditions that may create security concerns or safety hazards
- Respond to alarms, medicals, and traffic accidents on highways and roads within the district
- Check designated buildings within district
- Provide assistance to C.H.P., Sheriff, and Cal Fire when needed in District.

#### **Requirements:**

Education, Licenses and Certifications:

- High school diploma or equivalent
- Current and valid Bureau of Security and Investigative Services (BSIS) Security Officer License issued by the State of California
- Possess a California State Exposed Weapons Permit with a .40 caliber endorsement
- Possess a California State Baton and chemical agent permit
- Current BLS adult and infant CPR and first aid provider cards

Experience: (Must possess one or more of the following)

- Minimum of one year verifiable and successful security experience
- Service in the active duty military, military reserves or National Guard
- Service in auxiliary police or police cadets

Skills:

- Ability to operate radio, telephone, computers, vehicle equipment and/or console monitors
- Effective oral and written communication skills
- Active listening skills
- Ability to assess and evaluate situations effectively
- Ability to identify critical issues quickly and accurately
- Attention to detail

Other:

- Must be at least 21 years old
- Must be a U.S. citizen or a foreign citizen authorized to legally work in the United States
- Must have a current California driver license
- Must provide a copy of the D.M.V. records check
- Must have access to reliable transportation
- Must not use illegal drugs; must be able to pass a drug test with negative results (except when undergoing documented medical treatment)
- Must submit to an extensive background check, including criminal history, personal references, employment and education verifications

Physical Requirements and Environment:

- Major activity: Driving, walking, standing, speaking, listening, observing
- Physical efforts to carry out job duties: Driving, standing, walking, and sitting; minimal stooping, kneeling and lifting
- Environment: Indoor and outdoor, temperature ranges from moderate to extreme cold and heat

Pauma Valley Community Services District

<http://paumavalleycsd.com/security.php>