Job Description

Position Title: Security Guard/Maintenance Tech
FLSA Status: FULL TIME, non-exempt
Department: FACILITIES
Reports to: Property Manager
Pay Range: $22-25hr

MISSION STATEMENT:
As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) to build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:
Carries out the security and safety of El Centro de la Raza properties and premises including El Centro de la Raza Historic Building, Plaza Roberto Maestas and all outdoor areas on the El Centro de la Raza campus.

Maintenance work also under the direction of the Property Manager, while not conducting security related work will be responsible for some preventative maintenance and repair requests.

ESSENTIAL QUALIFICATIONS:
• Minimum of 1 year of Security Experience.
• High school diploma or equivalent.
• Valid US Driver’s License, Driver’s abstract or evidence of good driving history.

PREFERRED BUT NOT ESSENTIAL QUALIFICATIONS:
• Bilingual Spanish/English preferred.
• A current Washington State Security License or the ability to obtain one.
• CPR Training
• Maintenance experience preferred.

TRAINING WILL BE PROVIDED FOR:
• Conflict Resolution & De-escalation
• General Facility Maintenance
• Washington State Licensed Unarmed Security Guard Training
• CPR Training

ESSENTIAL FUNCTIONS:
Security Related Tasks:
• Secures premises and creates a safe environment for staff, participants and visitors by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. Obtains help by sounding alarms. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures.
• Contributes to providing a welcoming community environment for visitors and participants.
• Investigates suspicious activities and disturbances.
• Must be able to exemplify and exercise discretion and sound independent judgment to evaluate emergencies or disturbances.
• Prevent illegal or inappropriate actions by maintaining a high visibility presence.
• Regularly patrol property and perimeters of campus.
• Documenting observations and surveillance activities when necessary.
• Secure the building by checking for unlocked doors, windows and unauthorized occupants.
• Respond to emergencies and communicates problems to authorities and/or supervisor and directors as necessary.
• Strong interpersonal and communication skills
• Strong de-escalation and conflict resolution skills.
• High level of integrity in all situations.
• Ability to remain calm under pressure.
• Respond to emergency calls during on call periods, including after work hours and on weekends when assigned.
• Coordinate that building is inspected for illegal activities, property damage and unauthorized use of the building.

Maintenance Related Tasks:
• Coordinate with El Centro de la Raza facilities department for campus-wide emergencies or facilities-related tasks.
• Perform snow removal when necessary or requested by supervisors, in collaboration with El Centro de la Raza maintenance staff, for all areas of campus.
• Report repairs that require attention or contract work to the supervisor.
• Perform a daily walk-through of the property to clear debris, garbage and/or hazardous material and check for areas of maintenance concerns.
• Supports organizations mission, civil rights and social justice work.
• Flexibility to work Saturday and/or Sunday shifts
• Keen attention to detail
• Performs other related duties as assigned by the Property Manager or the Director of Housing of Economic Development

SKILLS/TECHNICAL KNOWLEDGE:
• Familiar with operation of Power Tools

WORKING CONDITIONS:
Work may be both inside or outside of the building and on the El Centro de la Raza campus. May have to work in inclement weather. On call for additional hours. Ability to lift a minimum of 40 pounds with each arm, or a total of 80 pounds. Operates power/hand tools required in area of assignment. May need to drive van to hardware store.

PHYSICAL REQUIREMENTS:
• Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
• Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
• Ability to operate telephone, desktop or laptop computer
• Essential: standing, walking, stooping/bending, finger dexterity, seeing, hearing, speaking; carrying up to 50 pounds; reaching above and below shoulder level; frequent gripping of an object.
- Continuous: carrying usual weight of 25 pounds.
- Occasional: sitting, kneeling, crawling, squatting, twisting body, reaching above and at shoulder level. Depending on area of assignment: lifting maximum weight of 50 pounds; pushing/pulling maximum weight of 50 pounds of force.
- Operates power/hand tools required in area of assignment.

This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6 month evaluation period.

**Equal Employment Opportunity and Accommodation Statement:**
El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

**El Centro de la Raza offers the following benefits to full-time/part-time staff:**
- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 10 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- Vacation accrued by pay period; start accruing upon hire; eligible to take leave after passing 6 months evaluation period.
- 8 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

__________________________________________________

Employee Signature

Date
cc HR, personnel file

REV: 10/2021