

**JOB POSTING
BRAYS ISLAND PLANTATION**

TITLE: Security Officer Full-time (Shift: (Wed & Thurs off., 6:00 a.m.-2:00 p.m.).

DEPT: Security

REPORTS TO: Security Supervisor

EXEMPT STATUS: Non-Exempt

FUNCTION: Serves as gate and patrol officer for Brays Island Plantation. Ensures all programs and services are fulfilled in a manner consistent with the goals and objectives of Brays Island Plantation.

ESSENTIAL DUTIES:

First and foremost you are a law enforcement officer for Brays Island Plantation and Owners. You are to conduct yourself in the highest professional yet courteous manner to ALL you are in contact with on a daily basis. At all times, conduct yourself accordingly.

Gate Duties:

1. Enforce proper traffic controls for entering and exiting guests, visitors and contractors. (Properly direct and if necessary contact appropriate host for the visitors and guests)
2. Promptly answer or direct all inquiries in a professional, courteous manner. (Either by personal contact or telephone, ensure a thorough effort is made to assist the other party)
3. Monitor and utilize the Plantation radio to ensure quick response by Patrol Officer, support personnel and, if necessary, emergency services.
4. Maintain proper documentation regarding traffic and events, which occur during each shift. (Proper documentation may require entries in several locations)
5. Properly verify, document and (if applicable) collect appropriate fees for specific passes and decals. Provides exceptional customer service to owners, guests and internal and external partners.
6. Provides exceptional customer service to owners, guests and internal and external partners.

Patrol Duties

1. Ensures constant and thorough visible inspections of all patrol areas including scheduled physical inspections of residences, plantation facilities and sensitive areas.

PATROL DUTIES: Continued

2. Set the example for and enforce the obedience of traffic laws.
3. Promptly respond to the scene of various incidents, which may range from minor incidences to fire and burglar alarms, etc.

4. Properly document routine inspections, abnormal findings and emergency response information.
5. Monitor and maintain radio contact with the Gate Officer regarding all pertinent occurrences and relay vital information for the proper response personnel and/or emergency services.
6. Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Position involves climbing, sitting, standing, stooping, kneeling, pushing, shoving, lifting, carrying and moving objects that can weigh up to 100lbs. This movement can occur through out the day. Must be able to transport oneself around the plantation.
2. Able to see well enough to read faint, or partially obscured writing or printing to include safety signage, with corrective lenses, if needed.
3. Must be able to work extended hours, days, weekends and holidays when necessary.
4. Must possess the ability to physically subdue a combative individual.
5. Ability to receive detailed information through oral communication and to make discriminations in sound, perceiving their nature with no less than 40 db loss @ 500 Hz. 1,000 Hz. and 2,000 Hz.
6. Ability to express or exchange information by means of spoken word.

ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work constructively and cheerfully in an environment that may be stressful due to adversarial situations resulting from the proper performance of the department's activities.
2. The employee may be required to participate in more than one assignment at time with frequent interruptions, changes and delays; the employee must be able to remain focused and work effectively, efficiently and cheerfully under such circumstances.
3. Exposed to outside elements, including rain, wind, cold, extreme heat and humidity.

MINIMUM QUALIFICATIONS:

Education: High school graduate or equivalent.

Knowledge: Prior knowledge of premise security operations preferred.

Skills: Must demonstrate highly effective interpersonal skills, problem-solving abilities and advance communication skills.

Experience: Must have valid South Carolina driver's license; able to obtain S.L.E.D. license; able to use and automobile in adverse conditions; able to operate radar units, firearms, radios and other law enforcement related equipment; basic knowledge of first aid.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

If you are interested in this position, please contact the Human Resources Department regarding an internal transfer. In accordance with company policy, employees who have been in their current position for less than six months will not generally be considered for transfer.