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GUARD I

Job Code: 2025:0404-003
Location: Norman, OK
FT/PT Status: Full Time
Business Sector: Facilities Management and Operations

JOB DESCRIPTION

Responsible for enforcing regulations designed to prevent breaches of security.

Schedule: 1st, 2nd and 3rd shift. Times: 0545-1415, 1345-2215, 2145-0615

Duties and Responsibilities

- * Walk interior of 4 buildings making sure all regulations are being followed.
- * Canvas 72-acre campus area, both in a vehicle and on foot making sure all regulations are being followed.
- * Report any problems or suspicious activity to Lead Guard.
- * Initiate contact with local emergency officials, as required.
- * Monitor USPS electronic surveillance system and other protective systems.
- * Maintain work area free of conditions that may cause health problems, fire, property damage or result in personal injury.
- * Ensure compliance with Company Code of Ethics and Standards of Conduct and Business Conduct Program.
- * Performs other job-related duties as assigned.

QUALIFICATIONS

Pay Rate: \$17.83 per hour

Required Skills and Qualifications

- * Must be able to be on your feet for long periods of time.
- * Must use "down-time" effectively to the benefit of the company.
- * Must be well-mannered customer service attitude.
- * Must be punctual, responsible, and dependable.
- * Must demonstrate motivation, initiative, and reliability.
- * Must be able to work as part of a team, fostering teamwork in a dynamic environment.
- * Must be detail oriented.
- * Must be willing to cross-train in other areas.
- * Excellent verbal and written communication skills.
- * Must be able to operate security system using IT resources.
- * Must be proficient in the Microsoft Office Suite.

Physical Demands and Working Conditions

- * Must pass pre-employment drug screening and physical and periodic retests.
- * Must pass USPS background check.
- * Must be capable of working in extreme weather conditions including winter and summer temperatures.
- * Must be able to wear appropriate Personal Protective Equipment (PPE) for work task assigned.
- * Must meet the physical requirements necessary to perform operations outlined, performed, and stated in the SOP's for General Support Service.
- * Must be capable of lifting 35 lbs. unassisted.
- * Must be able to stand for long periods of time and walk long distances.

Terms of Employment and Eligibility Requirements

- * Must be a U.S. Citizen.
- * Must be at least 18 years of age.
- * Must possess a high school diploma or equivalent.
- * Must possess a valid driver's license, without special restrictions.
- * Must pass pre-employment background screening.
- * Must obtain a USPS security clearance prior to employment and maintain security clearance throughout employment.
- * Must pass a pre-employment drug screening and periodic retests.

The lists above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel in this position. TRAX International reserves the right to make changes to the job description whenever necessary.

OTHER JOB INFORMATION

TRAX is committed to an inclusive and diverse workplace that values and supports contributions of all individuals. TRAX is an equal opportunity employer of minorities, females, protected veterans, and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, familial status, pregnancy, ancestry, national origin, handicap, gender identity or expression, protected genetic information, disability status, protected veteran status, or any other characteristic protected by law.

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