
Security Guard

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 07 Feb 2013

Revision Date:

Job Summary:

Maintains safe and secure environment for customers and employees by patrolling and monitoring premises and personnel.

Essential Duties and Responsibilities:

- Secures premises and personnel by patrolling; monitoring surveillance equipment; inspect buildings, equipment, and access points; permitting entry.
- Prevents losses and damages by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organizations stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing other assigned duties as needed.
- Obtains help by sounding alarms.

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications:

- Ability to read, write, and interpret the English language.

- Knowledge of basic fire protection and security systems preferred (but will train)
 - Skills in both verbal and written communication preferred.
 - Skills in observing situations and decision making a plus.
 - Skill in dealing courteously with public a plus.
 - Ability to diffuse situations when possible by verbal communication
 - Basic knowledge of relevant building equipment, policies and procedures.
 - Basic knowledge of laws, legal codes, and government regulations.
 - Basic knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and designing forms.
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- High school education minimum or equivalent GED
 - Prior security guard experience preferred and/or police science or criminal justice field
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may

Job Description

change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature