



JOB DESCRIPTION

Job Title: Security Guard
Department Name: Security
FLSA Status: Non-Exempt
Hourly Grade: 2
Reports to: Security Guard Supervisor

Control/Job Code #: 32-001
Department #: 32
Work Shift: All Shifts, Holidays, Shutdowns
Travel Percentage: Never

POSITION SUMMARY

Provide security of the entire facility and property, providing a safe working environment for SMC employees who are working within the facility. Must correctly train and follow all required processes and procedures, while completing necessary security activities.

PRIMARY RESPONSIBILITIES

- Position will patrol entire premises to assure that all buildings are secure and to work to prevent potential intrusion and/or unsecure activity.
- Know how to respond to security alarms correctly and safely and to investigate disturbances professionally and confidently as needed.
- Monitor and limit facility access both entering and exiting to ensure only authorized personnel gain entrance and to guard against any illegal removal of any items.
- Ensure to correctly and professionally screen bags, boxes, packages, cases and/or other containers to prevent passage of prohibited articles either into and/or out of restricted areas and the manufacturing facility.
- Patrol, check, and report activities including irregularities to include but not limited to property, facility, equipment and/or personal damage, theft, unauthorized persons and/or unusual occurrences.
- In emergency situations call police / fire departments or other relevant authority as policies and procedures mandate.
- Maintain high visibility among visitors, patrons, and employees to preserve order and protect property.
- Professionally answer telephone calls, take written messages, correctly answer questions, and ensure to provide accurate information whenever front desk / switchboard is not manned.
- Communicate both verbally and in writing, report to your supervisor of any rule infractions, violations, unauthorized personnel and/or irregular activities.
- Ensure the security camera system and equipment are always operational, and if they go down restart and document the date, time down and time up in the log. During this process when the cameras are down, personally contact your supervisor for notification and any further instructions that may be relevant to the situation.
- Continually keep work areas clean, free of safety hazards, assist others in the process as needed.
- Verify that the data recorder is on in the wedge block area according to AB-008 Wedge Blocks Ablative MPS.

ADDITIONAL RESPONSIBILITIES

- Attend scheduled meetings and/or training when needed and/or assigned.

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- During winter months, keep the sidewalk shoveled so the public can have access to the ATM.
- Other duties as assigned by your department supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

POSITION REQUIREMENTS

- Basic knowledge of safety and security principles and practices.
- Familiarity with local laws and regulations related to safety and security.
- Understanding of emergency response procedures.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective operations for the safety of people, property, and Sioux Manufacturing.
- Be able to effectively communicate information to co-workers, department supervisors, department management, and ensure accurate transition of that information.
- Ability to use relevant information and individual judgment to determine whether current processes comply with standards operating procedures, quality standards and/or documented client provided requirements.
- Must be able to work in various weather conditions.

COMPUTER SKILLS

- Desktop/Office suite, Human Resources/timekeeping, position specific, work-related phone apps.

EDUCATION and/or EXPERIENCE

Required: High school diploma or GED required. Obtain a current CPR, AED and First Aid certification and needs to be kept current during employment.

Preferred: N/A

INTERNAL TRAINING REQUIRED

- Standard Procedure HR-057 SMC Personnel Security Policy.
- Security Manual, Policies, and Standard Procedures.
- Security, safety and first aid, CPR training as needed and/or required.
- Standard Procedure AAA-017 SMC Code of Business Ethics and Conduct.
- Standard Procedure AAA-018 SMC Employee Handbook.
- Standard Procedure SAF-018 SMC Safety & Health Manual.
- Manufacturing Process Specification (MPS) AB-008 Wedge Blocks Ablative.

SAFETY CONSIDERATIONS

- Safety glasses and steel toed shoes are always required on the production floor.
- Completion of safety training and awareness programs specific to the company.
- Familiarity with emergency response procedures and evacuation plans.
- Proper use of ergonomic equipment (e.g., chairs, desks) to prevent strain injuries.

PHYSICAL REQUIREMENTS

Perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.

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Physical Abilities				Push/Pull		Lift/Carry	
Activity	Code	Activity	Code	Activity	Code	Activity	Code
Stand	O	Reach Up	F	Up to 12 lbs.	O	Up to 10 lbs.	O
Walk	F	Climb	O	13 -- 25 lbs.	O	11 -- 20 lbs.	O
Sit	F	Crawl	O	26 -- 40 lbs.	O	21 -- 50 lbs.	O
Handling / Fingering	F	Squat / Kneel	O	41 -- 100 lbs.	N	51 -- 100 lbs.	N
Reach Outward	O	Bend	O	Over 100 lbs.	N	Over 100 lbs.	N

N= Not Applicable - Activity is not applicable to this occupation

O = Occasionally - Occupation requires this activity up to 33% of the time (0-2.5+ hours/day)

F = Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hours/day)

C = Constantly - Occupation requires this activity more than 66% of the time (5.5+ hours/day)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- See details at close range (within a few feet of the observer).
- Exposure to extreme weather conditions, such as hot, cold, wet, or humid environments.

REVISION HISTORY

Revision Level	RFC Number	Change Author	Change Description	Release Date
I	RFC-5943	Leigh Nestell	Revised Primary Responsibilities, Internal Training Required, Physical Requirements & Work Environment.	10/13/23

DISCLAIMER

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

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Form: HRF - 001

Rev: B

Full Name (Print): _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____

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