

## Position Purpose

As a Security Guard, you would ensure the safety and security of both our facilities and our guests. We rely on our Security to make our guests feel comfortable and safe at the Gardens. Customer Service is at the forefront of our organizational mission and our officers are one of the many faces of this commitment. If you love making guests feel welcome and have a dedication to ensuring the safety of the facilities in your care, we think you might be a great fit for our team. Some of the daily responsibilities we would rely on you to perform are:

## Principal Responsibilities/Duties/Functions/Tasks

- Maintain a secure, healthy, and safe working environment by ensuring the policies and procedures are followed.
- Maintains daily security logs and prepares incident reports.
- Provides information for customers and reports safety concerns to management to have them rectified.
- Assists coordination of special events and provides escorts when needed.
- Prepares a variety of incident and inspection reports. Maintains and updates various records and logs.
- Maintains safety and security of assigned facility. Conducts routine inspections for violations of security regulations, vandalism, trespassing, and tagging. Checks locked doors and gates.
- Welcomes and directs visitors to proper place and answers customer inquiries.
- Responds to emergencies including medical problems, criminal activity, and related traffic control opportunities.
- Trains and assists substitutes or second shift officers.

## Supervisory Responsibility - None

## Position Type, Expected Hours of Work, Travel

This is a full-time position with regular work hours scheduled Saturday through Friday, between 6:00 a.m. and 10:00 p.m. Working on holidays may be required.

Flextime is a work schedule arrangement that may or may not be appropriate for this position.

## Work Environment

The Fort Worth Botanic Garden | Botanical Research Institute of Texas (FWBG|BRIT) is an international scientific research and learning center and botanic garden located in the Cultural District of Fort Worth, Texas. FWBG|BRIT's mission is to explore, explain, and display the plant world to enrich lives and conserve life on Earth. This means that we're a curious group of people and, at every level of our organization, you will be working alongside enthusiastic advocates of our mission. Maybe you have a green thumb or a green mindset, but if you are solution-focused, dedicated to learning from mistakes, and resolute to be honest and kind, we would love to have you on our team as we work to further the joint vision of the Fort Worth

Botanic Gardens and the Botanical Research Institute of Texas for the benefit of our local and international community.

In your specific role, you will be expected to perform manual labor tasks in extreme weather conditions.

### 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 this job. While performing the duties of this job, the employee is regularly required to see, talk or hear. The employee frequently is required to stand, walk, climb, balance, stoop, kneel, crouch, push, pull and lift. Position requires use hands to finger, handle or feel; reach with hands and arms; and may use repetitive motions.

Employee can expect to be required to exert up to 50 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### Special Position Requirements

- Employee must maintain current Texas Driver's License and auto-related liability insurance.
- Possession of, or ability to obtain, an appropriate certification or license may be required depending on assignment.

### Required Education and Experience

- High School diploma/GED
- Experience in responsible security or law enforcement
- AED and CPR trained, First Aid training

### Additional Eligibility Qualifications

- Knowledge of and ability to apply general safety principles and practices.
- Knowledge of general departmental policies and regulations.
- Ability to patrol outside for majority of the scheduled shift.
- Ability to plan and manage time, prioritize tasks, and correspond duties with events.
- Ability to follow instructions and adhere to policies and procedures.
- Supervision and observation skills with attention to detail.
- Internal and External customer service skills with ability to anticipate customer needs and answer questions.
- Ability to work independently in the absence of supervision.
- Ability to make sound decisions using good judgement.
- Work rotating shifts, evening, weekends, and holidays.
- Ability to communicate clearly and effectively, both orally and in writing.

- Operate and use radio communications equipment, alarm systems, and security cameras.
- Ability to establish and maintain effective working relationships and work as part of a team.

### AAP/EEO Statement

FWBG|BRIT is committed to a policy of equal employment opportunity. See Employee Handbook for detailed policy.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.