

Control Center Security-Weekend/PT

Status: Hourly	Pay: \$14.00
Days: Saturday and Sunday	Hours: 8:30am -5:00pm
Status: Part Time	Updated: 5/29/2023

The Control Center Security guard position maintains the safety and welfare of all employees, visitors, and artwork by monitoring the buildings and grounds via camera and takes appropriate action when irregularities are seen.

Specific Responsibilities:

Control Center

- Monitors guest in museum and on the grounds to detect safety issues, potential safety or security concerns using closed circuit television monitors. Notifies floor security guards via radio of the need for corrective action or if irregularities are seen. Verifies all cameras are operational and are positioned correctly for area monitoring.
- Monitors alarm panel and fire alarm system take appropriate action based on incident. Responsible for initiating and following the guidelines and calling in EMSA, fire, 911 or incident report for the Museum based on the emergency.
- Maintain detailed log by typing entries into computer.
- Control distribution and maintain property and logs for company vehicle keys, building access badges, radios, safety vests, flashlights, and all other items necessary.
- Responsible for checking-in vendors and visitors entering museum through lower-level dock areas by reviewing documents and making sure all visitors are logged in.
- Keeps dock traffic moving so all have equal and ready access to the facility and make sure only authorized vehicles are at the dock.
- Greets visitors and answers phone in positive and professional manner and provide appropriate information or transfer to appropriate extension.
- Ensures operation of equipment by reporting equipment issues to leadership.
- Attendance is important to the safety of the museum, staff and visitors depends on this position.
- Understands when to escalate and issue to leadership.
- Responsible for logging and tagging lost and found items.
- Contributes to team effort by accomplishing related duties as needed.
- Administer NCWHM guidelines and emergency procedures, effectively assisting with difficult situations and emergency response, including evacuations and shelter-in-place events.

Requirements

- 2 years Prior Security Experience
- Great customer service to employees and

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- Ability to communicate on radio clearly to patrol guards can hear and understand what is said
- Ability to sit and watch computer TV monitors for long periods of time and stay focused on keeping the museum, visitors and staff safe.
- Proficient ability to type and use a computer.
- Sharp technical mind and capable of working with all different models of video equipment, computers and radios and finger dexterity to type reports on a computer.
- Ability to learn museum policies and calmly respond to emergency procedures.
- Ability to proactively interact with visitors and provide guidance on NCWHM guidelines.
- Ability to conduct detailed inspections in accordance with NCWHM procedures.
- Ability to fill out forms accurately and completely.
- Strong verbal communication skills

The Museum is a tobacco free location.

Uniform shirts will be provided for this position.

This position is classified as a “safety sensitive” position by the National Cowboy & Western Heritage Museum in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. If a “safety sensitive” employee tests positive for marijuana, even if such employee has a valid medical marijuana license issued by the State of Oklahoma, the employee will be removed from performing their safety-sensitive functions and appropriate disciplinary actions will be taken, up to and including termination.