



JOB POSTING

AEG is committed to developing a diverse workforce reflective of the marketplace and the communities in which we do business. We believe a diverse workforce is not merely an advantage; it is mandatory for any company to be successful in today's business climate.

TITLE: Security Agent
LOCATION: Rose Quarter (Portland, OR)

Reports To:	Shift Supervisor/Security Manager	Status:	Non-Exempt
Department:	Facility Security	Supervises People?	No
Salary Range:	\$10.50/hour		
Shift:	Part Time/On-Call	Required:	Must be at least 21 years of age.

Job Summary/General Description:

To provide protection of all RQ facilities (interior and exterior) against trespass, vandalism, theft, fire or other threat through patrol of facilities.

Essential Duties and Responsibilities:

- Patrol assigned Rose Quarter facilities on foot or bike.
- Investigate suspicious persons or activities.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Check facilities and equipment for needed maintenance and repairs; turn lights and alarms on and off.
- Maintain time equipment use and incident records.
- Maintain radio communications with supervisors and other security agents.
- Operate Security and Fire Command computers in Command Center.
- Monitor the entry and departure of persons in Rose Quarter facilities.
- Monitor fire alarms, determine validity when sounded; call for help; assist in the evacuation of patrons and employees in emergencies; provide medical assistance.
- Detain and arrest persons who violate local, state and federal laws.

Additional Duties:

- Assist medical personnel by directing traffic, crowd control and securing needed equipment.
- Key control.
- Perform related duties and responsibilities as required.
- Maintain operational records and prepare related reports.
- Assist with Lost and Found.
- Building elevator operations.

Event Dispatcher Duties:

- Operates a base radio transmitter to maintain radio contact with in house departments.
- Accurately takes messages that will be relayed to other personnel.
- Receives requests for security, emergency medical, and operations by radio and telephone.
- Questions caller to determine the nature and location of services needed.
- Maintain accurate radio/communications log.
- Check status of security and medical staff.

Qualifications (educational requirements, certification or licensing standards, experience and basic knowledge requirements):

- Possession of, or ability to obtain Public Safety Board on Police Safety Standards & Training (PS-BPSST) Private Security Officer certification.
- Minimum one year of experience in providing security.
- High School diploma, GED or equivalent
- Possession of, or ability to obtain, a current CPR certificate.
- Possession of, or ability to obtain, an Oregon driver's license.
- Must be available to work three (3)- eight hour shifts a week to include nights, weekends and holidays.
- Must be able to report incidents in writing.
- Computer experience preferred.

Physical Requirements: Percentage of time spent: 60% standing 10% sitting 5% lifting/carrying 25% riding bicycle

Physically Demanding Tasks: Walking, running, climbing stairs. Ability to lift up to 50 pounds.

Working Environment/Physical Hazards: Possible physical confrontations. Working in inclement weather.

Professional Attire: Uniform will be provided, must meet company and department-grooming standards

Equipment Used: All equipment used will be provided by the Company.

The AEG Management OR, LLC Rose Quarter is an equal opportunity employer. We encourage all qualified individuals to apply for employment. If you require accommodations to complete the application, testing or interview process, please contact the Human Resources Department.