



Mashpee Wampanoag Tribe
483 Great Neck Rd So. Mashpee, MA 02649
Phone (508) 477-0208 Fax (508) 477-1218

Job Title: Security Guard (Essential Employee)
Location: Mashpee Tribal Offices
Reports To: Security Supervisor
Department: Homeland Security Department / Police Department
Status: Full-time with benefits
Salary Range: AOS 4: 18.27 per hour
Closing Date: **Open until filled**

Summary: Maintains safe and secure environment for tribal members, employees, and visitors by patrolling and monitoring premises and personnel. Responsible for the protection of all tribal assets.

Essential Duties and Responsibilities

- Secures premises and personnel by patrolling property(s); monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting / denying entry. Checking identifications of individual, when necessary.
- Obtains help by sounding alarms, using hand held radio, or cellular phone.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- 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 operational stability and tribal reputation by complying with all Tribal laws, rules & regulations, policies & procedures.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.
- Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.

- Warn persons of rule infractions or violations, and apprehend or evict violators from premises.
- Circulate among visitors, tribal members, and employees to preserve order and protect property.
- Call police or fire & rescue departments in cases of emergency, such as fire, injury, or presence of unauthorized persons.
- Monitor and authorize entrance and departure of employees, tribal members, visitors, and other persons to guard against theft, destruction of property, and maintain security of premises.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Answer alarms and investigate disturbances.
- Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer telephone calls, take messages, provide information and answering questions when available.
- Duties and responsibilities may change as needed to protect the tribal nation.
- Other duties as assigned.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Surveillance Skills
- Deals with Uncertainty,
- Judgment,
- Objectivity,
- Dependability,
- Emotional Control,
- Integrity, and ability to
- Identify and resolve problems in a timely manner.
- Follows policies and procedures.
- Adapts to changes in the work environment that consist of frequent changes, delays, or unexpected events.
- Be consistently at work and on time.
- Follows instructions, responds to management direction; completes tasks on time or notifies appropriate person with an alternate plan.
- Exhibit sound and accurate judgment.

- Demonstrate accuracy and thoroughness.
- Meet productivity standards; Works quickly.
- Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least (18) eighteen years old.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos.
Ability to write detailed reports.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates and Licenses:

Must possess or be able to obtain upon hiring: CPR/First Responders Certification and Basic Defensive Tactics Training, Valid MA. Driver's license. Must pass a CORI background check; however, any such background check will not necessarily disqualify any candidate based on the mere fact of an arrest and/or conviction of a crime.

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.

The noise level in the work environment is usually loud.

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

The employee must regularly lift and /or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; run. (*Physical fitness test maybe performed)

Additional Requirements:

Comprehensive Background Check - The background check will also be used to evaluate an applicant's character, integrity and trustworthiness as it pertains to the sensitive nature of the tribal area to be protected.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., and Section 472)

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