THERMO BOND BUILDINGS	JOB DESCRIPTION SECURITY OFFICER	TBA-HR-FJ-268

REPORTS TO:	Plant Manager	PAY:	Salary
POSITION	Full Time	FLSA CLASS	Exempt
DEPARTMENT	Security	SHIFT	Day

JOB SUMMARY:
The workplace Security personnel are responsible for maintaining a safe, secure, and compliant environment within a manufacturing facility. This role focuses on protecting employees, contractors, visitors, equipment, inventory, and company property.

DUTIES AND RESPONSIBILITIES:
- Monitor and control access to the manufacturing facility and grounds. Verifying credentials when appropriate.
- Conduct routine foot and/or vehicle patrols of plant floors, warehouses, loading docks, parking areas, and perimeter grounds.
- Monitor surveillance cameras, alarm systems, and access control systems.
- Assist as needed with Reasonable Suspicion.
- Respond promptly to alarms, medical emergencies, safety incidents, spills, or disturbances.
- Assist with evacuation procedures and emergency response coordination.
- Complete daily activity reports.
- Identify and report safety hazards, suspicious behavior, or operational risks to appropriate personnel.
- Coordinate with plant management, HR, and local law enforcement when necessary.
- Other duties as assigned.

QUALIFICATIONS:
- High school diploma or equivalent required.
- 1–3 years of security experience preferred, ideally in an industrial or manufacturing environment.
- CPR/First Aid certification preferred.
- Basic computer skills for report writing and monitoring systems.

REQUIRED SKILLS/ABILITIES:
- Strong observation and attention to detail
- Ability to work in fast-paced industrial environments
- Conflict resolution and de-escalation skills
- Clear communication skills (written and verbal)
- Ability to follow strict safety and security protocols
- High level of integrity and professionalism
- Ability to work independently with minimal supervision

WORKING CONDITIONS:

- Exposure to machinery and industrial equipment
- Indoor and outdoor patrols in varying weather conditions
- May require non-traditional shifts as needed
- Extended periods of standing, walking, and climbing stairs

PHYSICAL REQUIREMENTS (including but not limited to):

- Ability to stand and walk for extended periods (8–12 hours).
- Ability to climb stairs, ladders, and navigate uneven surfaces.
- Ability to lift up-to 50 pounds if required.
- Ability to respond quickly in emergency situations.

Revision Date	Author	Description
03/06/2025	PVS	Original Release