

August 25, 2021

**SECURITY OFFICER II
CAREER OPPORTUNITY**

Lorain Metropolitan Housing Authority is accepting applications for the position of Security Officer II.

The Security Officer II provides security and patrol services at assigned LMHA offices and properties. Runs Ohio Criminal Justice System reports and analyzes data. May assist the Security Manager-Criminal Investigator in providing training to LMHA security staff and other LMHA staff as assigned.

Minimum starting salary of \$33,573.80, excellent benefits including health and life insurance, Ohio Public Employees Retirement System participation, vacation and sick leave. Minimum requirements include a High school diploma or GED and a minimum of five (5) years of law enforcement or security patrol services. An equivalent combination of education and relevant experience will be considered. Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio driver's license within 14 days of employment.

Please visit our website to download the application packet. Email the completed packet to jobs@lmha.org or mail it to LMHA, Human Resources Administrator, 1600 Kansas Ave., Lorain, OH 44052. Applications accepted until position is filled.

Website:

<http://www.lmha.org/about-lmha/employment-opportunities/>

EQUAL EMPLOYMENT OPPORTUNITY AUTHORITY

Lorain Metropolitan Housing Authority

Classification Description

Classification Title:	Security Officer II	Grade:	4
Department:	COCC	FLSA Status:	Non-Exempt
Reports to:	Security Manager/Criminal Investigator		

General Statement of Job

The primary purpose of this position is to provide security and patrol services at assigned LMHA offices and LMHA properties. Runs Ohio Criminal Justice System reports and analyzes data. May assist the Security Manager-Criminal Investigator in conducting special investigations. May assist the Security Manager-Criminal Investigator in providing training to LMHA security staff and other LMHA staff as assigned. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related or a logical assignment in association with this position.

Essential Duties and Responsibilities:

Safety and Security

Runs Ohio Criminal Justice Information System (CJIS) reports, analyzes the data produced, and shares data with Security Manager-Criminal Investigator.

May assist the Security Manager-Criminal Investigator in conducting special investigations.

May provide training to LMHA security staff as assigned.

Patrols assigned areas, reports any activity that may be illegal, dangerous, or in violation of LMHA lease agreements, policies, and procedures; maintains accurate records of problem situations, observations and information gathered while on assignment; maintains a visible presence at developments occupied by LMHA residents.

Secures LMHA buildings and parking areas as assigned; monitors Central Office lobby and/or Management Office lobbies and scheduled events as assigned; available to respond to emergency situations such as fires, power outages, etc. as needed.

Reports and records any action taken during an investigation.

Completes written and/or verbal reports of occurrences, observations and incidents.

Ensures that investigative documentation is maintained on a timely basis and contains all necessary information.

Assists the Security Manager-Criminal Investigator in conducting security training courses for all LMHA staff as needed.

Assists the Security Manager-Criminal Investigator in implementing security plans for LMHA as needed.

Additional Duties

Devotes appropriate attention to LMHA objectives as assigned, ensuring that such goals are met or exceeded.

Works after hours and maintains on call status as needed.

Performs other duties as assigned.

Education, Experience and Licenses

High school diploma or GED and a minimum of five (5) years of law enforcement or security patrol services experience. An equivalent combination of education and relevant experience will be considered.

Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio's driver's license within 14 days of employment.

Knowledge, Skills, and Abilities

Must pass drug/alcohol screen, employment reference and criminal history background check and any other pre-employment requirements of LMHA.

Ability to interpret and explain policies and/or procedures to help others understand and implement them.

Ability to effectively follow instructions and directives.

Requires effective customer service skills for internal and external customers and all stakeholders.

Requires strong interpersonal and organizational skills.

Requires excellent communication and interviewing skills.

Ability to work with and serve a diverse, cultural, ethnic, disabled population and relate to individuals at all socio-economic levels.

Requires ability to work with teams to promote safety, lease compliance and enforcement.

Requires a high degree of motivation, self-direction, and the ability to effectively perform assigned duties.

Ability to pay attention to detail.

Requires a high degree of confidentiality.

Ability to conduct job duties effectively to support the mission of LMHA.

Ability to deescalate problems and situations.

Ability to explain reasoning for actions taken and be able to document such reasoning clearly.

Ability to use small office equipment, including copy machines or multi-line telephone systems.

Ability to use computers for word processing, data entry, emails, surveillance systems.

Ability to accurately exchange information in person, in writing, and via email and telephone.

Ability to speak, read, and/or write Spanish a plus, but not required.

Physical Demands/Work Environment

While performing the essential functions of this job, the employee is frequently required to walk outside in variable conditions and must drive a vehicle in all kinds of weather. The employee is frequently required to visit and move about LMHA properties, meet with residents, conduct investigations and observe property activities. Incumbent is also required to maintain a stationary position, operate computers and other office equipment, security cameras, move about the office, attend onsite and offsite meetings and communicate with others. The employee is frequently required to talk, see, visually distinguish colors, have visual depth and color perception, smell and hear within a normal range. The employee frequently performs repetitive motions of the wrist, hands, and/or fingers, primarily while using a computer or hand tools. The employee is frequently required to stand and walk; ascend and descend stairs; reach with hands and arms; kneel, bend, stoop, twist, crawl, climb, balance, or crouch; feel, finger, grasp manipulate and handle objects.

The employee must occasionally lift, push, pull, transport, and/or move up to 40 pounds.

The majority of the work is performed in an office, on residential properties, and in an outdoor environment. Employee may be exposed to outdoor weather conditions and possibly hostile and/or dangerous situations. The noise level in the work environment is usually moderate to occasionally loud.

ADA/EEO Compliance

The Lorain Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Indicate all languages you speak, read and/or write:

LANGUAGE(S)	FLUENT	GOOD	FAIR
SPEAK:			
READ:			
WRITE:			

List professional references:

<u>Name</u>	<u>Relationship</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL DISABILITIES.

Government contractors are subject to 38 USC2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era and Section 503 of the Rehabilitation Act of 1983, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled individuals.

If you are a disabled veteran, or have a physical or mental disability, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below:

_____ Disabled Individual _____ Disabled Veteran _____ Vietnam Era Veteran

Signed: _____

EMPLOYMENT EXPERIENCE

Start with your current or most recent job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin. If no employment experience, please write "NONE" in Block 1. Use additional paper, if necessary and attach your resume.

If you are currently employed and do not want us to contact your current employer, please indicate here.

_____ Do not contact my current employer listed in #1 below.

1. Employer:	Dates Employed From:	Work Performed
Phone:		
Address:	To:	
	Hourly Rate/Salary	
Job Title:	Starting:	
Supervisor:	Final:	
Reason for Leaving: _____		
2. Employer:	Dates Employed From:	Work Performed
Phone:		
Address:	To:	
	Hourly Rate/Salary	
Job Title:	Starting:	
Supervisor:	Final:	
Reason for Leaving: _____		
3. Employer:	Dates Employed From:	Work Performed
Phone:		
Address:	To:	
	Hourly Rate/Salary	
Job Title:	Starting:	
Supervisor:	Final:	
Reason for Leaving: _____		

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

EDUCATION:

	High School	College University	Graduate Professional
School Name			
Years Completed			
Diploma/Degree Earned		Did you Graduate? Circle Yes or No (Specify Degree earned: Associate's, Bachelor's, Master's, Doctorate).	Did you Graduate? Circle Yes or No
Course of Study			

List any professional affiliations, licenses, certifications, awards and/or other diplomas.

DRUG FREE WORKPLACE

Lorain Metropolitan Housing Authority is a drug free workplace and utilizes testing as a means of detecting substance abuse. Alcohol and drug abuse will not be tolerated in the workplace and its presence can result in the termination of an employee. Testing can occur during a periodic physical examination, systematic random testing without notice, or as a result of observations of an individual’s performance on the job which reveal a “reasonable basis to believe” he/she is under the influence of a controlled substance(s) and/or alcohol. All applicants being considered for employment with the Authority will, as a part of their pre-employment physicals, undergo substance abuse testing.

TRANSITIONAL WORK PROGRAM

In conjunction with the Ohio Bureau of Workers’ Compensation, Lorain Metropolitan Housing Authority has adopted the Transitional Work Program sponsored by the Ohio BWC. A transitional work program uses real job duties that accommodate an injured worker’s medical restrictions for a specified time period to gradually return the injured worker to their original job. All workers’ compensation injuries and illnesses will be considered for entry into the program. The complete policy is available from the Main Office upon request for your review.

PLEASE READ THE BELOW STATEMENTS CAREFULLY BEFORE YOU SIGN AND DATE.

APPLICANT’S ACKNOWLEDGEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time as determined by the Lorain Metropolitan Housing Authority. **The Application may be rejected if the form is incomplete.**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature of Applicant

Date

"Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7) and (8).** Violation of these provisions are cited as violations of 42 U.S.C. Section **408 (a) (6), (7) and (8).**"

**LORAIN METROPOLITAN HOUSING AUTHORITY
EQUAL OPPORTUNITY EMPLOYER**

