



NON-MANAGEMENT JOB DESCRIPTION

JOB TITLE:	BATON GUARD	LOCATION:	HEAD OFFICE
REPORTS TO:	ASSISTANT CHIEF SECURITY OFFICER	JOB CODE:	01-01-16-08
DIVISION:	CORPORATE SERVICES	GRADE:	01
DEPARTMENT:	-	SECTION:	SECURITY
SUMMARY STATEMENT	Responsible for assisting with the maintenance of order and security in assigned areas.		
D U T I E S R E S P O N S I B I L I T I E S	DESCRIPTION OF DUTIES:		
	VETS all visitors to Head Office premises, provides identification and clearance to enter.		
	PATROLS assigned area to prevent unauthorized entry; monitors condition of grounds, low-traffic areas and premises.		
	CONTROLS entry and movement of visitors to buildings to guard against theft, vandalism and unauthorized entry.		
	POSITIONS at strategic points or monitors electronic security equipment to observe movement of persons and vehicles in compound.		
	CONDUCTS checks and/or searches vehicles to prevent illegal entry and removal of items.		
	DIRECTS traffic and controls crowds in places where queuing is necessary.		
	REPORTS irregularities to Superior.		
	ASSISTS in preventing and extinguishing fires and rescuing persons and salvaging property and goods during after fires and major accidents.		
	PROVIDES escort to Executive Management as required.		
May be accorded Supernumerary Police Status.			
The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.			
WORK FIELD DATA	WORK FIELD:		
	WORK REQUIREMENTS:		
	<u>MACHINES</u> Computer Monitor CCTV	<u>TOOLS</u> Pens Pencils Rulers Axe Hand Cuffs Hose Nozzle Torch Lights Watch	<u>WORK AIDS</u> Alarms Cameras Hydrant Radio Respirator Ladder Map Protective Clothing
	<u>EQUIPMENT</u> Log Books Duty Rooster Diaries Visitors Badges Handover/Takeover Book Dispatch Board		Telephone Transmitting Radio Set

QUALIFICATIONS PROFILE

JOB TITLE: Baton Guard		JOB CODE : 01-01-16-08		
FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
1	EDUCATION	Post Primary/Community High school up to Form 3. Ability to be observant, to communicate with people to convey or exchange information.	6	15
2	EXPERIENCE/JOB KNOWLEDGE	Performs routine work requiring little previous experience. May be required to perform in stressful situations.	6	15
3	SUPERVISION	The Incumbent receives assignments from Superior and acts in accordance with standard instructions.	5	11
4	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for assisting with the maintenance of order and security in assigned area. Provides escort service for GuyOil cash to and from the bank.	3	25
5	COMPLIANCE	Stops members of the public and enquires concerning nature of business, and logs visit. Monitors vehicles entering and leaving the compound; ensures that employees and the public are aware of signs/notices for entry to the compound.	4	15
6	QUALITY OF WORK	The Incumbent monitors vehicles entering and leaving the compound and keeps record of such vehicles; patrols buildings and areas to prevent theft, violence, infractions of rules or other irregularities.	4	15
7	ANALYTICAL SKILL	Checks the compound on an hourly basis. Examines doors, windows and gates to determine that they are secure. Inspects equipment and machinery to ascertain if tampering has occurred.	4	14
8	TECHNICAL/ PROFESSIONAL	Records data such as property damage, unusual occurrence and malfunctioning of machinery or equipment. Observes departing personnel to guard against theft of company property.	4	13
9	INTERPERSONAL SKILL	Works as part of a uniformed Force during tour of duty. Works shifts; rotates on a monthly basis. Contact is with employees and the general public.	4	13
10	MENTAL AND VISUAL DEMANDS	Conducts checks on persons and or vehicles leaving building/compound to prevent illegal removal of items.	3	17
11	WORKING ENVIRONMENT	Work is mainly sedentary; patrols buildings and area; sounds alarm or calls Police or Fire Department in case of fire or presence of unauthorised persons. Activities require reading, handling, a grip and ability to write. The environment and working conditions can be moderately hazardous, demanding, and stressful or result in high fatigue levels.	1	90
LICENCES:			TOTAL:	243
SIGNATURES:				
PREPARED BY: S.V. JONES ASSOCIATES		DATE:		
REVIEWED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		