

**Hopi Tribal Housing Authority****Security Guard**

The Security Guard is responsible for providing a safe, secure, and welcoming environment for residents, visitors, employees, contractors, and Hopi Tribal Housing Authority (HTHA) property. This position performs routine patrols, monitors housing developments, observes and reports suspicious or criminal activity, assists residents when appropriate, and helps protect HTHA assets through a visible security presence. The Security Guard serves as a deterrent to crime and unauthorized activity while promoting professionalism, respect, and excellent customer service. This position is unarmed and shall perform all duties in accordance with applicable Arizona laws, HTHA policies and procedures, and all applicable federal, state, tribal, and local regulations.

Job Title	<i>Security Guard</i>	Reports to	<i>Maintenance Director</i>
Department	<i>Maintenance Department</i>	Classification	<i>Non-Exempt</i>
Class Code	<i>0085</i>	GS Scale	<i>4/5/6</i>

ESSENTIAL DUTIES

- Conduct scheduled and random foot and vehicle patrols of HTHA housing units, parking areas, community spaces, maintenance facilities, and surrounding property.
- Observe for unauthorized persons, suspicious behavior, vandalism, trespassing, theft, or criminal activity.
- Monitor entrances, exits, gates, and common areas.
- Check buildings and grounds for safety hazards or maintenance concerns.
- Report unsafe conditions immediately to the appropriate personnel.
- Provide courteous assistance to residents and visitors.
- Respond appropriately to residents' concerns while maintaining professionalism.
- Responsible for delivering notices to residents as needed.
- Assist with directions, information, and non-emergency services when appropriate.
- Respond promptly to disturbances, alarms, suspicious activity, and emergency situations.
- Notify emergency responders when necessary.
- Preserve crime scenes until law enforcement arrives.
- Observe, document, and accurately report incidents without exceeding legal authority.
- Assist emergency personnel as requested.

- Protect HTHA buildings, equipment, vehicles, and other assets.
- Monitor, Observe and report vandalism, graffiti, theft, or property damage.
- Ensure doors, gates, and windows are locked as required.
- Complete detailed daily activity reports.
- Complete written incident reports before the end of each shift in which the incident occurred.
- Maintain patrol logs and security records.
- Document unusual occurrences accurately and objectively.
- Maintain communication with supervisors, maintenance personnel, residents, and law enforcement agencies.
- Operate radios, telephones, and other communication equipment.
- Report emergencies immediately through established procedures.
- Observe fire hazards and safety violations.
- Assist during evacuations and emergency situations.
- Participate in emergency preparedness activities.
- ***Maintain confidentiality regarding residents and HTHA operations.***

REQUIRED QUALIFICATIONS

1. High school diploma or GED required; additional education or training in public safety, or a related field preferred.
2. Experience that involved: (1) One (1) year of security, military, law enforcement, customer service, or related experience preferred.
3. Must possess or be able to obtain and maintain: (1) A valid Arizona Driver License; (2) A current Arizona Unarmed Security Guard Registration Card issued in accordance with Arizona Law before performing security guard duties; (3) Current CPR and First Aid certification (or obtain within a specified period after hire).

REQUIRED EXPERTISE

- The Physical and Mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Physical:
 - a. Work requires frequent walking, standing, reaching, bending and carrying, with occasional medium-to-heavy lifting of up to 50 pounds.
 - b. Maintain sufficient vision and hearing necessary to perform security duties.
 - c. Work evenings, nights, weekends, holidays, and rotating shifts as assigned.
 - c. Work outdoors during all weather conditions.
- Mental:
 - a. Exercises independent judgement to ensure appropriate action is taken to secure and protect HTHA's property and residents.
- Knowledge of Arizona laws applicable to unarmed security officers.
- General knowledge of Security patrol techniques.
- Knowledge of Emergency response procedures.
- Knowledge of conflict de-escalation techniques.
- Strong written (report writing) and verbal communication skills.
- Observation and attention to detail.
- Skill in weaponless self-defense.
- Skill in operating basic office equipment/machines, computers and applicable software.
- Skills in sound judgment and decision-making.

- Ability to interact respectfully with diverse populations.
- Ability to respond quickly to changing situations.
- Ability to understand and follow written and verbal instructions.
- Ability to work collaboratively with employees, supervisors, and management.
- Respect for tribal sovereignty, culture, and confidentiality.

SUPPLEMENTAL INFORMATION

1. This position is assigned to a current HTHA employee and may be modified or reassigned at the discretion of the HTHA.
2. The Security Guard is an **unarmed observe-and-report security professional**. The position does **not** possess law enforcement authority or powers of arrest beyond those available to private citizens under applicable law. The Security Guard shall not carry firearms or other prohibited weapons while performing assigned duties unless specifically authorized by HTHA.
3. Preference may be given to qualified tribal members in accordance with applicable Tribal Employment Rights Ordinances (TERO) and tribal law.
4. All hires are contingent pending a satisfactory outcome of successful pre-employment screening in accordance with applicable laws, regulations and the Hopi Tribal Housing Authority Personnel Policy
5. A valid Arizona Driver's License is required with no DWI/DUI convictions within the last three (3) years. Must be insurable through HTHA's vehicle policy and maintain throughout the duration of employment.
6. Must pass a background investigation in accordance with applicable laws and regulations pertinent to HTHA.
7. Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment.
8. Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act, Title 25, U.S. Code, and Section 472 & 473. The Hopi Tribal Housing Authority is committed to equal opportunity without discrimination due to race, sex, religion, color, national origin, marital status, disability and sexual preference.

Approved By	
Title	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
Date Approved	8.5.26