



DBA Value Auto Auction

Position Description

Job Title: Security Guard

Job Code: 650

Salary Code: *TBD*

Department: Security

Reports To: Facilities Supervisor

FLSA Status: Non-Exempt

Date: August 9, 2022

Summary: Responsible for assigning gate passes, patrolling and protecting assigned premises, security and act as a visible deterrent against theft of vehicles, vehicle parts and the auction itself.

Duties and Responsibilities:

1. Assists gate passes with vehicles coming and going from lot, verifying VIN's and entering into ASI.
2. Close and lock front doors at assigned times in morning and evening.
3. Close and lock lot gates and other buildings each morning and evening.
4. Assist buyers of dealers with obtaining gate passes and locating vehicles.
5. Drives perimeter of lot and all lanes to always keep lot secure.
6. Communicate with manager of any problems that may arise.
7. Call emergency services or law enforcement if needed.
8. Performs other related duties as assigned.

Knowledge, Skills, and Abilities Required at Time of Hire:

1. Must be able to sit and remain alert while monitoring premises for a period of up to twelve hours.
2. Exceptional verbal and written communication skills; ability to express information clearly.
3. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
4. Ability to work independently as well as in a group setting.
5. Ability to troubleshoot problems, evaluate options and implement solutions.
6. Ability to analyze information and make effective decisions.
7. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette; searches for ways to improve service and sales.
8. Conflict resolution skills.
9. Basic computer knowledge required.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates and Licenses:

A Valid driver's license is required of every Akron Auto Auction employee and must be insurable.

Education and Experience:

High School Diploma or general education degree (GED) along with less than one-year related experience or training; or equivalent combination of education and experience.

Job Context:

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
3. Uses following tools, leaf blower, snow blower, jump box, pressure washer.
4. Occasionally lift 30 pounds.
5. The noise level in the work environment can be moderate to loud because of the close proximities of running vehicles and cleaning machines.
6. These tasks are performed Monday, Tuesday, Wednesday, Thursday, and Friday.
7. Exposure to extreme conditions in outdoor weather while working on company grounds and with vehicles.

Performance Indicators:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

Acceptance of Responsibility:

I, _____ have reviewed the above job description and fully understand the conditions set forth therein, and as employed as the _____, I will perform these duties to the best of my knowledge and abilities.

Employee Signature

Date