



# Example of Security Operator Job Description

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Our innovative and growing company is looking for a security operator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for security operator

- Monitors radio communications and maintains radio contact with mobile security units and other security personnel
- Notifies Company tower and Phoenix Airport Operations of scheduled escorted Charter flights
- Inputs data from Incident Reports and Corporate Headquarters/Hangar parking approvals and violations
- Generates various security related reports including employee access reports, picture and access change reports
- Receives requests from stations regarding shipments from U.S. Government Classified Couriers and notifies the origination and destination stations of the approved shipment, using the Air Carrier Standard Security Program
- Researches passengers on FAA No-Board list
- Receives, evaluates and responds to all calls received in the Security Operations Center
- Participates in monthly alarm testing of all money points at branches monitored by Corporate Security
- Documents shift activity utilizing the Shift Summary Log Sheet, sends e-mails, enters notes in applicable systems/applications and completes incident reports when required
- Conducts building security checks and inspections by walking through facilities to ensure security and safety

## Qualifications for security operator

- Demonstrates advanced computer knowledge through effective use of a personal computer including Microsoft Office applications
- Knowledge of the Oil and Gas industry preferred
- Knowledge of Milestone VMS, Genetec VMS, Rapid VMS, Lenel OnGuard, Prowach or other access control and video management software preferred
- Must have knowledge of Microsoft Word, Excel, Outlook
- Successfully pass a background investigation (PRA)
- This position is a 24/7 shift work operation