

MOBILE SECURITY OFFICER

PE3-003



Job Title:

Mobile Security Officer

Main Purpose of the Job:

To provide Mobile Keyholding & Alarm Response Services to our customers premises, in line with BS 7499.

Main Tasks of Job:

- Respond quickly & safely at Customers premises where an Alarm Activation has occurred.
- Assess reasons for & make safe & secure customer premises when attending Alarm Activations.
- To provide an effective deterrent against Fire, Flood, Theft, Vandalism & Unauthorised entry
- To provide Mobile Patrols, Lock/Unlock and Alarm Response Services for our customers
- To patrol all designated areas monitoring activity, investigating/reporting anything suspicious.
- Log & maintain, all visits & alarm activations utilising the Smart Task App providing proof of presence evidence such as photos.
- To book on and off sites using the Smart Task App. Also keeping Control abreast of incidents.
- The Mobile Officer is legally responsible for ensuring their vehicle is roadworthy at all times & that they keep their vehicle smart, clean & tidy as well.



Other duties may include:

- To ensure all access / exit routes are kept clear in case of emergency
- To check for Fire hazards i.e. correct disposal of rubbish & storage of flammable materials
- To ensure all fire doors are closed at all times
- Inspection of premises. Taking meter readings etc.
- Inspection of toilets, Kitchens & Air Conditioning units in order to prevent floods.
- Regular lighting checks, internal and external.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as required, within reason, by your changing role to achieve the overall business objectives.

The Jobholder will need to be:

- The holder of an appropriate SIA licence for the role.
- Well presented at all times and dressed in the company uniform provided.
- Customer focused. Being courteous & tactful with everyone they come into contact with.
- Able to prioritise workload, often having to deal with more than one issue at a time.
- A good communicator both verbal and written (report writing).
- Able to remain calm in emergency situations.
- Knowledgeable of the local area and individual sites
- The holder of a current driving licence
- Honest, Reliable & Trustworthy (Maintain Data Protection & Client /Glevum confidentiality)

Relationships:

- a. Responsible to: The Glevum Duty Controller.
- b. Responsible for: Mobile Keyholding and Alarm Response.