

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

9-01-98

GUARD, UNIVERSITY POLICE

FLSA: NON-EXEMPT

Job Code: 6343

SUMMARY

This position provides service and information to students, employees, and visitors, enforces the rules and regulations of a component institution of the University of Texas System as they pertain to the operation and parking of vehicles on University property, and helps safeguard the property of a component institution of the University of Texas System. Responsibilities include enforcing the regulations pertaining to the parking of vehicles on University property, directing traffic, and patrolling University property to safeguard buildings and property under the control and jurisdiction of a component institution of the University of Texas System.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Provides service to students, employees, and visitors.
- Checks permits on vehicles entering or parking on campus.
- Directs the flow of traffic and parking of cars, when needed.
- Issues permits, when needed.
- Issues University parking violation citations.
- Patrols buildings and grounds to check for fires, water leaks, and general building security, and reports all irregularities, emergencies, or suspicious activity to the University Police Department.
- Performs other duties as assigned.

SUPERVISION

Received:

Work is performed under the general supervision of a Sergeant, University Police. Supervision is usually available in person or by radio. Work requires the ability to make frequent minor decisions and occasional decisions of some significance. Work is reviewed for completeness, accuracy and compliance with departmental policy and procedure.

Given:

None

EDUCATION/EXPERIENCE

High school diploma or GED, and possess a current Texas driver's license, with no additional experience needed.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to produce accurate results in all phases of duties performed. Possess the physical and mental capabilities necessary to properly carry out the duties and responsibilities as a Police Guard of the University of Texas System. Must be able to successfully pass a thorough background investigation.

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WORKING CONDITIONS

Work is performed in various environments, including buildings; however, requires exposure to adverse weather conditions, and shift work with varying days off. Work involves a degree of hazard.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

IMPORTANT:

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with 1TAC 201.13(b) Information Security Standards.