



POSITION: Security and Community Standards Specialist **GRADE LEVEL:**
DEPARTMENT: Facilities Administration/Risk **FLSA STATUS:** Non-Exempt
REPORTS TO: Risk and Loss Control Supervisor **DEPT NO:** 165

POSITION SUMMARY

This position is responsible for providing all security and community standard related support for the Association under the direction of the Risk and Loss Control Supervisor. This position is responsible for conducting internal and external investigations, monitoring association owned buildings and assets after hours to ensure they are properly secured. This position is also responsible for safeguarding of premises by patrolling the property, monitoring surveillance equipment, inspecting buildings, equipment, and access points. This position supports the association compliance team, responds and verifies complaints of violations and documents rule violations to ensure compliance with Association C&R's, Procedures and Covenants Rules. This position prepares and provides high level documentation, photographs, video evidence and correspondence for the ASO Compliance Staff and Covenants Committee.

ESSENTIAL FUNCTIONS

(The following statements are intended as general illustrations of the work in this job class and are not all inclusive for specific positions).

1. Performs all functions in support of the association's risk management, safety, facility compliance and loss prevention programs.
2. Works closely with Architectural Standards Office and Compliance personnel.
3. Conduct internal and external investigations.
4. Monitors online compliance software and phone lines for potential complaints received.
5. Dispatch and respond to properties that are receiving complaints to distinguish potential covenants violations.
6. Maintain current and working knowledge of Tahoe Donner Association policies and procedures, including Covenants Rules and Architectural Standards Rules, Procedures and Restrictions.
7. Conducts on-site audits of facility conditions to identify potential workplace hazards
8. Monitors association buildings to ensure proper closing procedures were followed and document any potential policy violations.
9. Prepare documentation and precise reports for ASO Compliance personnel and the Covenants Committee of potential findings of violations etc.
10. Maintain accurate records of discussions with individuals, non-compliance with C&Rs, and Association Rules and Regulations.
11. Safely operate vehicles to inspect properties within the Association in all weather conditions
12. Other duties as assigned.

JOB QUALIFICATIONS

- Working knowledge of security and loss prevention.
- Ability to multitask and handle diverse situation.
- Strong written and verbal communication skills; report writing and strong teamwork skills
- Intermediate computer skills
- Knowledge Security and Surveillance equipment
- Knowledge of security patrol, OSHA and other applicable regulations
- Experience interfacing with employees and guests in highly charged environments while maintaining a calm and professional demeanor.
- Requires Possession of Class C Driver License with a driving record meeting the minimum standards by the association insurance Carrier
- Recommended current CA Guard Card License, Cardiopulmonary Resuscitation (CPR) and first aid certifications.

These skills and abilities are typically acquired through an Associate Degree or equivalent from two year college or trade/technical school, and two years' experience in Risk Management/security/loss prevention; and three years' experience in security patrol operations, and one to two years' experience in resort management or an equivalent combination of formal training, education and experience which demonstrates the ability to perform all of the duties of the position.

Working Environment - Security and Community Standards Specialist

Mark (X) the appropriate box for each of the following items which most accurately describe the extent of the specific activity performed by this position on a daily basis.

Key:

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time.
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time.
- C (Constantly)** Occupation requires this activity more than 66% of the time.

PHYSICAL EFFORT

Frequency:	N	O	F	C
1. Sitting			X	
2. Standing				X
3. Walking				X
4. Bending over			X	
5. Crawling		X		
6. Climbing		X		
7. Reaching overhead		X		
8. Crouching		X		
9. Kneeling		X		
10. Balancing		X		
11. Pushing or pulling		X		

PHYSICAL EFFORT (Continued)

Frequency:	N	O	F	C
12. Lifting or carrying				X
A. 10 lbs or less				X
B. 11 to 25 lbs		X		
C. 26 to 50 lbs		X		
D. 51 to 75 lbs		X		
E. 76 to 100 lbs		X		
F. Over 100 lbs	X			
13. Repetitive use of hands/arms				X
14. Repetitive use of legs		X		
15. Eye/hand coordination		X		

Yes or No:

	Y	N
16. Driving cars, trucks, forklifts & other equipment	X	
17. Being around equipment and machinery	X	
18. Walking on uneven ground	X	

MENTAL EFFORT

Frequency:	N	O	F	C
1. Directing others				X
2. Writing				X
3. Using math / calculations				X
4. Talking				X
5. Working at various tempos				X
6. Concentrating amid distractions				X
7. Remembering names				X
8. Remembering details				X
9. Making decisions				X
10. Working rapidly				X
11. Examining/observing details				X
12. Discriminating colors				X

ENVIRONMENTAL FACTORS

Frequency:	N	O	F	C
1. Inside				X
2. Outside		X		
3. Humid		X		
4. Hazards			X	
5. High places		X		
6. Hot		X		
7. Cold		X		
8. Dry			X	
9. Wet			X	
10. Change of temp		X		
11. Dirty		X		
12. Dusty		X		
13. Odors				X
14. Noisy				X
15. Working w/others				X
16. Working around others				X
17. Working alone		X		

Tahoe Donner Association has reviewed this job description to ensure that the essential functions and basic duties have been included. All items listed above on the Working Environment Addendum are considered to be essential functions of the position. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Management reserves the right to revise the job description when circumstances of the position change.