



Brazos Transit District

Job Description for Security Monitor

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Security Monitor. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below their own.

Job Title:	Security Monitor
Supervisor:	Chief Safety Officer
Location:	2117 Nuches Lane, Bryan, Texas
FLSA Status:	Non-exempt
Safety Status:	Non-Safety Sensitive
Job Brief:	The position of Security Monitor is responsible to monitor the garage, sell BTD and Greyhound tickets ensuring fund reconcile, answer phones and give route information.

Essential Functions

Roy Kelley Terminal & Parking Garage

- Monitor the Parking Garage by camera as well as physically patrol all five levels of the parking garage. Physically monitor the garage at the beginning of the shift, mid-shift, and at the end of the shift.
- While monitoring the garage ensure vehicles are parked in the correct locations.
- Call towing service for vehicles parked in unauthorized spaces.
- Accept parking fees from customers.
- Assist parking customers with issues.
- Answer phones.
- Provide route information.
- Sell bus tickets for BTD and Greyhound. Tickets may be purchased with cash, check, and credit cards. Reconcile funds with ticket sales.
- Weigh packages and prepare for Greyhound.
- Log arrival and departure time of buses.
- Make bank deposit for the Parking Garage.
- Maintain Property and promptly report any discrepancy to supervisor.
- **Hours for the garage will be 6:00 am until 7:00 pm plus bank deposit time.**

Texas Avenue Transfer Point

- Monitor the Transfer Point by camera as well as physically patrol the property at the beginning of the shift, mid-shift, and at the end of the shift.
- Answer phones.
- Provide route information.
- Sell bus tickets. Tickets may be purchased with cash, check, and credit cards. Reconcile funds with ticket

sales.

- Log arrival and departure time of all buses.
- Bank deposit goes into the vault for the orange route at the 6:00 pm run.
- Maintain Property and promptly report any discrepancy to supervisor.
- **Hours for the Transfer Point will be 5:00 am until 7:00 pm.**

Jennings Station

- Monitor Jennings Station by physically patrol the property at the beginning of the shift, mid-shift, and at the end of the shift.
- Answer phones.
- Provide route information.
- Sell bus tickets. Tickets may be purchased with cash, check, and credit cards. Reconcile funds with ticket sales.
- Log arrival and departure time of all buses.
- Bank deposit goes into the vault for the orange route at the 6:00 pm run.
- Maintain Property and promptly report any discrepancy to supervisor.
- **Hours for Jennings Station will be 5:00 am until 7:00 pm.**

EMERGENCY RESPONSE/RECOVERY ACTIVITIES - All employees will be required to work before, during, or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

General

- Respond to all vendors and clients with courtesy and in a professional manner.
- Maintain confidentiality of information and Professional Customer/Employee/Supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI, Code of Conduct and safety policies and procedures.
- Ability to operate in a constant state of alertness and in a safe manner.
- Additional duties as assigned.

Education and Experience

- Equivalence to a high school education.
- Basic math knowledge.
- Customer service experience preferred.

Aptitudes Required This job requires the following levels of aptitudes:

Reasoning Development - must be able to apply with common sense understanding to carry out instructions furnished in written or oral diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

Language - must be at a level that would normally read at a rate of 120 to 215 words per minute. Must be able to write compound and complex sentences using adjectives. Must be able to speak clearly and distinctly with appropriate pauses and emphasis. Bilingual preferred.

Math Development - must be able to add, subtract, multiply and divide.

Supervision Received

Occasional supervision.

Work Environment

Works in normal office environment. Occasional need for exposure to fumes, chemicals, solvents, etc. Rare need to work outdoors, in confined spaces, or exposed to extreme temperatures.

Physical Requirements

- Have constant need (66% - 100% of time) for sitting, finger dexterity, and for typing or writing
- Have frequent need (1% - 33% of time) for standing, walking, reaching above the shoulders, climbing ladders, grasping, gripping, finger dexterity, bending, stooping, squatting, climbing stairs, pushing, pulling, and for driving or operating equipment.

Lifting/Carrying

- Have frequent need (33% - 66% of time) to lift/carry under 10 pounds.
- Have occasional need (1% - 33% of time) to lift/carry 10-25 pounds.
- When occasions arise to lift 20 pounds or above, assistance must be requested.

Other

Ability to see details and to see beyond arm's length. Ability to hear and speak with other personnel to communicate effectively.

Optimum Qualifications

The successful candidate should have at a minimum good English communication and must also meet the aptitude requirements listed in this description. Exceptional organizational skills are needed. Candidate must be able to read and write English. Candidate must work well with other employees and take directions from their immediate supervisor. Candidate must be in good physical condition. Candidate must have the ability to exercise good judgment and stay calm in emergency situations. I have read, understand and agree to perform the duties as outlined in this job description.

I have read, understand and agree to perform the duties as outlined in this position description.

Employee's signature

Date

Supervisor's signature

Date



Brazos Transit District

Applicant Acknowledgement

I _____ acknowledge that I have received a copy of the job description for the Security Monitor for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

Yes _____

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No _____

Other (Please explain):

Applicant Signature

Date



Brazos Transit District

Employee Acknowledgement

I _____ acknowledge that I have received a copy of the job description for the Security Monitor for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

Yes _____

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No _____

Other (Please explain):

Employee Signature

Date