

## **JOB POSTING – WEEKEND SECURITY GUARD AND UTILITY WORKER**

The William W. Winpisinger Education and Technology Center has one (1) opening in the Housekeeping Department for **full-time Security Guard and Utility Worker** at the entry level of \$19.54/hour. This position provides a competitive benefits package, including health, dental, and vision insurance; a pension and 401(k); and paid vacation, sick, and holiday leave. The position is in a union-represented bargaining unit covered by a collective bargaining agreement.

**The regular shift for this position is Saturday and Sunday 7:00 a.m. to 11:00 p.m. and one weekday shift from 7:00 a.m. to 3:00 p.m.**

Applicant must be able to perform independently a variety of routine tasks including, but not limited to the following:

- Traditional guard duties: observation and reporting; securing buildings around campus including main dormitory, offices, cottages, warehouse, maintenance, and pier; checking and setting alarms; checking equipment; using campus vehicles; checking parking lots, guest and facility vehicles, buses, and vans
- Documenting status of equipment and buildings around campus
- Courteously assisting members and co-workers in-person and over the phone; checking voicemail and email throughout shift; conveying any messages to the appropriate recipient in a timely manner
- Documenting needed repairs and maintenance of buildings, equipment, and vehicles
- Using phones and email to communicate with supervisors, co-workers, participants, and outside agencies and businesses
- Refer participants to the Manager of Administrative Services with travel changes/issues
- Contacting emergency services as necessary
- Perform other duties as assigned
- Must complete Security Guard training and obtain CPR and AED credentials within 6 months of hiring

The list of tasks specified in this job posting is illustrative of the work associated with the position; the tasks associated with the position are not, however, limited to the ones described here.

Located in Hollywood, MD, St. Mary's County, the Winpisinger Center is the dedicated education facility for members of the International Association of Machinists and Aerospace Workers (IAM) labor union.

The IAM is an equal opportunity employer. It is our policy to provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment to qualified persons without regard to race, religion, color, creed, ancestry, national origin, sex, orientation, gender identity, age, genetic information, veteran's status or disability which does not interfere with the ability to perform the essential functions of an employee's job with or without reasonable accommodation.

Questions should be directed to Rhonda Hill at 301.373.8810 or [rhill@iamaw.org](mailto:rhill@iamaw.org).