



JOB DESCRIPTION

POSITION TITLE:	Access Guard	REPORTS TO:	Director of Public Safety
DEPARTMENT/DIVISION:	Public Safety	FLSA STATUS:	Non-Exempt
DATE:	January 6, 2025	EMPLOYMENT STATUS:	Full-Time/ Part-time

BRIEF DESCRIPTION:

The Access Guard will be responsible for the safety, security, and control of foot traffic in and out of Wyandotte Towers. The Access Guard will be responsible for providing customer service to the building's residents and guests.

ESSENTIAL FUNCTIONS:

The duties listed below illustrate of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Greet and assist tenants, contractors, guests, care takers, and other KCKHA employees. Hold tenants and guests accountable to KCKHA policies/KCKHA leasing agreement.	
2	S	This is an observe and report position, which means you must be able to observe, report and complete all paperwork.	
3	S	Monitor and screen everyone that enters the building that is not a tenant. Tenants should have their access card with them at all times, if a tenant does not have their card and want entry, they must sign in and let you know why and or where their card is. This will be documented by you and forwarded to the manager the next business day.	
4	S	Promote safety and wellbeing of all tenants and visitors. Maintain a clean, orderly work area, should be able to locate any paperwork needed without hesitation.	
5	S	Maintain professional appearance and conduct, must be able to multi-task and not be overwhelmed by distractions.	
6	S	Must be able to recognize and deny entry to past violators (trespass list, disturbing parties, etc.) and not allow entry.	
7	S	Able to respond calmly in crisis and stressful situations, if the situation cannot be resolved, know when to call 911 and or Public Safety when needed.	
8	S	Able to work independently, and to follow and adhere to ALL POST ORDERS .	



#	Code	Essential Functions	% of Time
		Able to see and remember the specific details of incidents and persons. This will help hold accountable any tenant or their guest.	
15	S	Other duties as assigned.	

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Required High School Diploma/GED. Prefer associate's degree.
Experience	Prefer 2+ years of relevant work experience.
Supervision	The employee has no supervisory duties.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationship on specific problems or general policies. Contacts may require the consideration of different points of views to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Immediate Direction: the employee normally performs the duty assignment after receiving detailed instructions as to methods procedures and desired end results with little room for deviation. The immediate supervisor may at times provide close and constant review.
Technical Skills	Basic: work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Intermediate – Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate – Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	<p>Must possess a valid driver's license and maintain a good driving record.</p> <p>Must pass employment drug screening and criminal background check.</p> <p>Must be able to take and follow directions.</p> <p>Must be able to complete any reports deemed necessary.</p> <p>Must be able to pass De-Escalation training.</p>



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X" -					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	observing work duties and properties, communicating with co-workers
Sitting	F	desk work
Walking	F	to other departments/offices/office equipment
Lifting	F	supplies
Carrying	O	supplies
Pushing/Pulling	O	equipment
Reaching	O	supplies and equipment
Handling	F	paperwork
Fine Dexterity	F	computer keyboard, calculator
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	
Bending	O	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	
Climbing	O	step stool
Balancing	R	
Vision	C	reading, computer screen
Hearing	C	communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	C	communicating via telephone/radio, to co-workers/public
Foot Controls	C	
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer hardware and software, printer, scanner, fax machine, telephone, calculator, Microsoft Office Suite

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	N
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

KANSAS CITY, KANSAS HOUSING AUTHORITY



PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

The Kansas City, Kansas Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Kansas City, Kansas Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions

READ AND ACKNOWLEDGED

EMPLOYEE NAME: (printed)			
EMPLOYEE SIGNATURE		DATE	
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE		DATE	