

**EAST ORANGE HOUSING AUTHORITY
TEMPORARY SAFETY MONITOR (PART-TIME)**

Job Description

The Safety Monitor is responsible for ensuring the safety and security of building occupants and property by maintaining constant vigilance for suspicious activity and responding to emergencies. This role requires keen attention to detail, professionalism, and strong written and verbal communication skills. Safety Monitors interact with the public and must represent the organization with the highest level of integrity and respect.

Key Responsibilities and Tasks:

- Conduct routine patrols of common areas, inspecting any signs of security breaches, disturbances, or hazards.
- Ensure the security of all entrances, exits, windows, and gates on the ground floor.
- Respond promptly to alarms and investigate disturbances, including fire alarms, office alarms, vehicle alarms, and common door alarms.
- Monitor surveillance cameras at all times to detect suspicious events.
- Oversee authorized access and exit of visitors, vendors, and contractors, verifying passes and guarding against unauthorized entry.
- Monitor the entry of overnight guests and review overnight passes by 11:30 pm.
- Conduct courtesy calls to residents regarding unauthorized guests and document any non-compliance with policies.
- Document all unusual activities, such as equipment or property damage, theft, or unauthorized presence.
- Prepare detailed incident reports and submit them to the Building Manager as needed.
- Perform hourly inspections of the ground floor and grounds, documenting all findings.
- Conduct bi-hourly inspections of the parking lot, gates, and vehicles, reporting any irregularities.
- Review and update daily activity logs at the end of each shift.
- Contact police or fire departments in emergency situations, such as fires or unauthorized persons, and complete corresponding paperwork.
- Verify identification cards of visitors, contractors, and residents, ensuring IDs are valid, not expired, and issued through a State or Federal agency.

Requirements:

- High School Diploma (Required)
- SORA License (Required)
- Minimum of one (1) year experience in a security role

Key Skills and Qualifications:

- Ability to maintain a high level of attentiveness and accuracy in monitoring, patrolling, and documenting.
- Ability to handle interactions with the public and residents with respect and professionalism.
- Strong written and verbal communication skills to accurately complete paperwork and interact with building occupants and emergency personnel.
- Ability to remain calm and take swift action in emergencies, following protocol for contacting authorities and managing the situation.

To Apply: Submit resume and application to the Human Resources Department: cspivey@eoha.org