

# Gate Officer

## Job description

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### Role and Responsibilities

- Responsible for answering questions and attempting to accommodate property owners and their guests.
- Ensure only authorized vehicles obtain passes. Ensure Gate Pass policies are adhered to.
- A gate officer is called upon to routinely interact and communicate with persons from extremely broad and diverse backgrounds and economic settings.
- Routinely mediates in highly emotional confrontations, and is receptive to the needs of residents and guests.
- A gate officer is charged with the responsibility of protecting life and property.

### Description of Duties (Primary)

- Screens all vehicle and persons desiring entry into Sea Pines.
- Records complaints from residents and notifies the dispatcher or shift supervisor on duty.
- Additional duties may be assigned as designated by Direct Report or other senior staff member.

### Qualifications and Education Requirements

- Must have a valid drivers' license
- Must be able to obtain a SLED certification
- Must have a high school diploma or equivalent

### Preferred Skills

- Must demonstrate good public relations skilled to insure good job performance.
- Communication skills and willingness to interact with fellow workers and customers
- Radios on all frequencies are used on a daily basis

### Additional Notes: Must be able to obtain SLED certification

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Nothing in this job description restricts management's right to assign or reassign responsibilities to this job with or without notice.

EOE