

<b>Waabigwan Mashkiki, LLC</b>	<b>Position Code:</b>	<b>Classification:</b>
		Non-Exempt
<b>Position Description</b>	<b>Safety Sensitive:</b> Yes	
<b>Position Title:</b> Security Agent	<b>Reports To:</b> Security Supervisor	
<b>Department:</b> Cannabis Facility and Dispensary	<b>Revision Date:</b> 07/10/2024	
<b>Division:</b> Waabigwan Mashkiki, LLC – Moorhead MN Location		
<b>Position Summary</b>		
<p><b>This posting is for a hiring list with an expected start date of September 1<sup>st</sup>, 2024.</b></p> <p>The Security Agent’s primary responsibilities are but are not limited to the following: Cannabis production is highly regulated field and must operate in a safe and secure environment in full compliance with all regulatory requirements. In addition to the criteria listed below, security agents are required to pass a comprehensive background check to qualify for a Registered Marijuana Establishment Agent Card issued by the Tribal Cannabis Commission. Industry-specific and company policy training will be provided. This position reports to the Security Supervisor.</p>		
<b>Essential Duties &amp; Responsibilities</b>		
<p>The following are included; other duties and responsibilities may be assigned:</p> <ul style="list-style-type: none"> <li>• Maintain internal and perimeter security</li> <li>• Patrol premises regularly and investigate disturbances such as unlawful intrusion, fires, and property damage.</li> <li>• Monitor all access and egress points on the property</li> <li>• Authorize entrance of people and vehicles</li> <li>• Monitor surveillance cameras</li> <li>• Respond to alarms in a timely and effective manner</li> <li>• Report any suspicious behaviors or activities and submit detailed reports</li> <li>• Apprehends unauthorized persons found on property, using armed force if necessary, and releases them to custody of authorities.</li> <li>• Coordinates activities with police and fire departments during alarms.</li> <li>• Be the Emergency Response point of contact for local police, fire, EMT</li> <li>• Provide assistance to people in need.</li> <li>• Maintain entrances, security gates and areas to be free of debris and snow, etc.</li> <li>• Submit daily surveillance reports.</li> </ul>		
<b>Competencies</b>		
<p>To perform the job successfully, an individual should demonstrate the following competencies:</p> <ul style="list-style-type: none"> <li>• Continuous Learning – Seeks feedback to improve performance.</li> </ul>		

- Job Knowledge – Competent in required job skills and knowledge; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Use of Technology – Demonstrates required skills.
- Problem Solving – Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, and uses reason even when dealing with emotional topics or people.
- Customer Service – Meets commitments.
- Communications – Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Cooperation – Exhibits tact and consideration; works actively to resolve conflicts.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations.
- Written Communication – Writes clearly and informatively. Able to read and interpret written information. Ability to write detailed reports on observations.
- Teamwork – Must be able to work effectively alone, but also as part of the team as a whole.
- Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy, thoroughness, attention to detail.
- Conflict Resolution – Confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
- Ethics – Treats people with respect; works with integrity and principles.
- Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time.
- Adaptability – Adapts to changes in the work environment and internalize training.
- Attendance/Punctuality – Is consistently at work and on time.
- Dependability – Follows instructions, responds to management direction; takes responsibility for own actions.
- Quality – Demonstrates accuracy and thoroughness.
- Quantity – Meets productivity standards; completes work in a timely manner; time management skills.
- Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions. Uses equipment and materials properly. Ensures the strictest of confidentiality is always maintained.

**Qualifications Education & Experience**

- Must be able to meet background and licensing standards throughout employment.
- Possess valid driver’s license, Tribal or State ID
- Minimum 21 years of age
- Must pass all required background checks
- Must remain compliant with all regulatory requirements for working at Waabigwan Mashkiki, LLC
- Must meet the licensing requirements of the Tribal Medical Cannabis Commission throughout employment
- EEO with Native American Preference.
- A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment. Background Checks performed.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to stand and talk or hear.
- The employee is frequently required to walk; sit and use hands to finger, handle, or feel.
- The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.