

**DOMINION TRANSMISSION INC.**

**JOB DESCRIPTION**

**TITLE:** Guard

**CODE NO.:** 00111

**GRADE:** 002

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Perform duties incidental to safeguarding corporate property and other routine duties as required.

**ASSIGNED DUTIES:**

1. Protect the corporation's property from damage or destruction by trespassers, fire, or other hazards.
2. Patrol assigned areas performing scheduled duties such as:
  - a. Locking doors throughout the building.
  - b. Closing and locking windows throughout the building.
  - c. Turning off fans in office areas.
  - d. Turning off lights not being used.
  - e. Monitor security camera throughout the general office building and Annex from Watchperson Station.
  - f. Report trouble to supervisor - day or night.
  - g. Make four (4) watchclock checks on midnight shifts and evening shift on weekends.
3. Check and record identification authorization of company personnel and visitors when required.
4. Prepare records and reports as requested.
5. Promote good public relations with all personnel at all times.
6. May perform other duties as required in higher or lower classifications.