



Job Title:	Security Officer	Job Category:	Security
Location:	Lawton, OK	Travel Required:	No
Level/Salary Range:	Negotiable	Position Type:	Full-Time
Date Posted:	4/24/2025	Posting Expires	TBD
Applications Sent To:			
EMAIL: info@thefista.com		NAME/TITLE: Stacy Swart, HR & Document Specialist	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>We are seeking an experienced Security Officer to ensure the safety and security of personnel, visitors, assets, and designated properties within the FISTA STEM Lab. Must be well-trained in surveillance and dealing with perpetrators. The ideal candidate will inspire respect and authority as well as possess a high level of observation. Provide friendly and professional first contact for FISTA, STEM Lab, and FISTA tenants to the public, trustees, etc.; The goal is to help the company maintain excellent working conditions by keeping our facilities safe and problem-free.</p> <p>JOB DUTIES</p> <ul style="list-style-type: none"> • <i>Security Monitoring:</i> Conduct regular patrols of the FISTA and STEM Lab premises to identify and respond to any security breaches, suspicious activities, or safety hazards. • <i>Access Control:</i> Verify the identity of employees, visitors, and contractors, ensuring only authorized individuals gain access to the FISTA and STEM Lab premises. • <i>Incident Response:</i> Act promptly to incidents, accidents, or emergencies, including but not limited to thefts, medical situations, and fire alarms. Report and document all incidents. • <i>Security Protocols:</i> Enforce FISTA security policies and procedures, including the proper use of security equipment and technology. • <i>Crisis Management:</i> Assist in emergency response and evacuation procedures and collaborate with local authorities as necessary. • <i>Report Writing:</i> Maintain accurate and detailed records of daily activities, incidents, and security logs. • <i>Customer Service:</i> Provide exceptional customer service, assist visitors, and address inquiries with professionalism and courtesy. • <i>Risk Assessment:</i> Identify and report potential security vulnerabilities, hazards, or safety concerns. • Maintenance, housekeeping, and all other duties as assigned. • Assist with the coordination and support of events held within the facility. <p>REQUIREMENTS</p> <ul style="list-style-type: none"> • High school diploma/GED and CLEET Certified. • Minimum 2- 5 years of relevant security experience. • Knowledge of state laws and regulations, self-defense, and First Aid preferred. • Working knowledge of public safety, security operations, and procedures. • Ability to solve practical problems, exercise sound judgment, and deal with variables in situations where only limited standardization exists. • Ability to work independently or without supervision in some scenarios. • Must be able to walk long distances, stand for long periods, and lift/move heavy objects. • Detail-oriented, observation and surveillance skills, stress tolerance, and adaptability. • Proficiency with Microsoft Office products and familiarity with databases. • Work to understand changes in tasks, situations, and environment and the logic of the basis for change. 			