

Security Shift Supervisor

KIND OF WORK

Shift supervision of security work in a group of state owned buildings.

NATURE AND PURPOSE

An employee in this class is responsible for supervision of a security shift consisting of a number of security guards involved in building and parking lot security. Supervision may include assignment of shifts, training, preparation and review of reports, and effectively recommending promotion, discipline and salary adjustments for employees. The employee is also responsible for leadership activities during any emergency situation occurring on his/her shift.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

To provide supervision of a security shift so that operational security needs are carried out in accordance with established policies, procedures and regulations.

To provide on-the-job training for security personnel to assure proficiency in assigned duties.

To make temporary changes in work schedules so that there is full shift complement at all times.

To perform all regular Security Guard duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of all security areas including buildings, parking lots and console operations.

Some knowledge of principles of supervision and training.

Thorough knowledge and understanding of rules, regulations and policies governing security.

Thorough knowledge of principles of effective public relations.

Some knowledge of effective methods of investigation, proper safety precautions and first aid techniques.

Ability to:

Ability to interpret, apply and enforce policies, rules and regulations in various situations.

Class Title in Upper/Lower Case

Class Specification

Page 2

Ability to review written reports for clarity and accuracy.

Ability to direct shift activities of a group of security guards.

Ability to act quickly and provide leadership in emergency situations.

Ability to follow oral and written instructions.

Est.: 9/77

Rev.:

Ckd.: 12/92

T.C.:

Former Title(s): Class abolished 06-30-98

Class reestablished 01-11-02