

Class Concept

This is a shift supervisor or lead worker in the protection and security of the operations of a State facility. Employees in this class supervise a shift of several Security Guards, or act as a lead worker for a security team. As a shift supervisor, an employee in this class supervises Security Guards, reviews time sheets of Guards, coaches Guards, and reports maintenance problems, safety hazards or other incidents. As a lead worker, an employee in this class serves as the training coordinator for Guards, mentors new Guards, and/or provides special services such as an emergency management technician. Employees in both roles would recommend solutions regarding facility and security issues, coordinate work with outside agencies such as local law enforcement and fire departments, and assist in planning for events.

Work in this class involves the responsibility for monitoring assigned areas for possible violation of laws and regulations, patrolling property, and guarding property against fire, damage and theft. Work in this class involves providing physical security through patrols of the interior and exterior of facilities, observing the activities of persons and by the utilization of electronic security systems. Employees in this class provide general information to individuals and groups, and they are responsible for their safety and comfort. They may monitor alarm panels, indicators and surveillance systems; and utilize electronic card access and security/surveillance systems to monitor building access and activity for security and safety. Employees operate within specified rules and regulations and receive their work assignments from a higher-level supervisor.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of standard safety, surveillance and security practices and equipment.
- Working knowledge of the law enforcement procedures utilized at the State facility to which assigned.
- Working knowledge of standard methods of reporting and handling emergencies such as disturbances and fires.
- Ability to meet and deal with the public tactfully, courteously and effectively.
- Ability to follow oral and written instructions.
- Ability to implement security policies and procedures.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and one year of experience in security work; or an equivalent combination of training and experience.