

Class Concept

This is supervisory work in the protection and security of the operation of a State facility. Employees in this class supervise and manage Security Guards with 24 hour, seven day-a-week coverage. Duties include: training and supervising Security Guards; scheduling work and reviewing time sheets of Guards; and coaching and disciplining Guards. Employees in this class provide input into policy and procedural security issues, review incident reports, monitor cameras and radio traffic, resolve daily work problems, and report maintenance problems and safety hazards. Employees operate within specified rules and regulations and receive their work assignments from a higher-level supervisor. Work assignments may include other administrative functions such as supervision of emergencies, oversight of security card access systems, participation in the selection of new staff, participating in the development of security standard operating procedures, or the selection of new security systems and equipment. Employees perform related duties as required.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the standard safety, surveillance, and security practices and equipment common to the worksite.
- Considerable knowledge of standard methods of reporting and handling emergencies such as disturbances and fires.
- Basic knowledge of the value of the material to be guarded.
- Ability to supervise and/or train the work of others.
- Ability to respond quickly and appropriately in emergency situations.
- Ability to meet and deal with the public tactfully, courteously and effectively.
- Ability to follow oral and written instructions.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and two years of supervisory experience in security of a large facility; or an equivalent combination of training and experience.

May require the ability to complete emergency medical technician (EMT) training and meet re-certification standards as required.