

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS106495

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
DAS Security Services

COUNTY OF EMPLOYMENT  
Franklin

Reclassification       New Position       Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Security Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005764 Administrative Officer 1

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:  
Administrative

Bargaining Unit 22  
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NORMAL WORKING HOURS (Explain unusual or rotating shift):

On call 24 hrs/day, 7 days/week      Report in location and work hours subject to change

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Under direction of Department of Administrative Services (DAS) Safety & Security Services Administrator, & the direct supervision of the OP&F facility manager, plans & coordinates General Services Division's security program: evaluates effectiveness of security measures; recommends policy & procedure changes & implements new & revised security methods; supervises security officers on various shifts; schedules employees' work hours for adequate coverage; schedules training in security & safety areas, (e.g., first aid, CPR.); assigns security officers to various posts within their building; recommends discipline for direct reports; reviews employees' timesheets for correctness; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; required to carry cell phone.	Knowledge of (1) agency security practices & procedures*; (2) supervisory principles/techniques; (3) employee training & development*; First Aid* & CPR* (4) public relations Skill in use of (5) operation of electronic detection equipment (e.g., 2-way radio equipment, PIPE, CCTV, AED, building's life safety equipment, personal computer). Ability to (6) recognize unusual or threatening conditions & take appropriate action; (7) deal with problems in familiar & unfamiliar situations; (8) recognize safety warnings; (9) define problems, collect data, establish facts & draw valid conclusions; (10) prepare meaningful, concise & accurate reports; (11) demonstrate physical fitness to walk, stand for long periods, bend, use hands, move fingers; (12) obtain & maintain a valid driver's license as required by shift/assignment; (13) respond to systems emergency situations on 24X7 basis; (14) carry cell phone or wear pager.
35	Conducts investigations of security officer complaints, disciplinary infractions & security violations: prepares & reviews theft, accident, & employee injury reports; coordinates & assists with situations involving State Highway Patrol; appears before administrative hearings on employee discipline; monitors patrolling of building & grounds & substitutes for absent security officers.	Knowledge of 1*, 4 Skill in 5* Ability to 6, 7, 8, 9
15	Maintains all security related documentation for his /her area of responsibility; inventory & equipment (e.g., accident reports, timesheets, rosters, disciplinary actions, security reports): assigns security equipment & vehicles to staff.	Knowledge of 1* Ability to 10

\*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

20005722 Security Officer 1	20005747 Security Officer 1
20005732 Security Officer 1	20005749 Security Officer 1
20005733 Security Officer 1	20005774 Security Officer 1
20005737 Security Officer 1	20075089 Security Officer 1
20005742 Security Officer 2	
20005743 Security Officer 1	

SIGNATURE OF AGENCY REPRESENTATIVE      DATE

*Jeffrey Westhousen*

3/28/12

POSITION NUMBER  
20005724

JOB CODE TITLE  
Security Supervisor

JOB CODE  
46115

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