100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	DAS Security Services	Franklin

POSITION NUMBER 20005724

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION
Security Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005694 Management Analyst Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☐ Unclassified ☒ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
Hours/shift location may vary – on call 24 hrs/day, 7 days/week Report in location subject to change

JOB CODE TITLE
Security Supervisor

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, 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; provides 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 wear pager &/or 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 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, inventory & equipment (e.g., accident reports, timesheets, rosters, disciplinary actions, security reports): assigns security equipment & vehicles to staff. This position has been designated as an essential employee.	Knowledge of 1 Ability to 10 *developed after employment

JOB CODE
46115

List Position Numbers & Job Titles of Positions Directly Supervised:

20005722 Security Officer 1	20005743 Security Officer 1
20005732 Security Officer 1	20005749 Security Officer 1
20005733 Security Officer 1	20005753 Security Officer 1
20005737 Security Officer 1	20076582 Security Officer 1
20005742 Security Officer 2	

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven

DATE: 5/13/10

Appl 5.19.10 (a)