

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106495
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005724	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Security Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:
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			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	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	
JOB CODE 46115	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhove</i>	DATE 9/20/12

Apd 9-26-12/aw