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

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|-----------------------------|--|---|---|
| POSITION NUMBER 20005735 | <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 20005694 Management Analyst Supervisor 2 |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative |

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 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. | Knowledge of 1 Ability to 10 |

This position has been designated as an essential employee.

*developed after employment

Apr 5.14.10 (aw)

JOB CODE TITLE
Security Supervisor

JOB CODE
46115

- List Position Numbers & Job Titles of Positions Directly Supervised:
- 20005723 Security Officer 1
 - 20005731 Security Officer 1
 - 20005744 Security Officer 1
 - 20005746 Security Officer 1
 - 20005754 Security Officer 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhorne/aw

5/13/10