CLASS SPECIFICATION
SECURITY SUPERVISOR

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Positions in this class, under general direction, supervise day-to-day operations of a specialized security unit. Incumbents are responsible for supervising the work of assigned security officers who provide protection and security of water facilities, personnel and property.

DISTINGUISHING CHARACTERISTICS

With administrative direction from the Security Manager, incumbents plan, schedule, coordinate and supervise the activities and personnel of the Water Bureau's Security Unit on an assigned shift. Duties and responsibilities are carried out with considerable independence within a framework of regulations, policies, guidelines and procedures. Work and results are reviewed through inspection of records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.

1. Supervises assigned staff and operations of security unit; plans, coordinates, directs and controls security activities; prepares work schedules for assigned shifts of a 24 hour seven day a week security operation; assigns work to staff; assures assignments are carried out; provides training and instructs on proper methods of work performance and safety standards.

2. Prepares, maintains or reviews a variety of files and reports including personnel records, incident or injury reports, security related data and communication requirements; compiles and analyzes statistical reports.

3. Assesses security needs of the bureau; develops, reviews and maintains security policies and operating procedures to meet bureau needs; compiles security program manual as assigned.

4. Makes presentations either at internal staff meetings or at public meetings on topics such as crime prevention, graffiti abatement, theft prevention and general presentations on security.

5. Writes and reviews daily and incident reports, investigates incidents, damage or suspicious activities; identifying problems and assesses use of security personnel; prepares summary reports for manager.

6. Coordinates work of unit with other bureau work units and outside law enforcement agencies; assists local law enforcement agencies when requested.

7. Assists in developing and implementing an employee security awareness training program; oversees

or presents training presentations.

8. Implements a security clearance program for access to bureau facilities and grounds. Coordinates background investigations as required. Serves as the Water Bureau Security Access coordinator for card access, all key systems, and key management. Maintains and orders inventory, trains access personnel, and oversees installation and maintenance of key and lock related material. Manufactures lock and key systems and components to include design of the access matrix for all groups and facilities. Assigns access level authority to Water Bureau managers and employees.

9. Patrols and inspects facilities and grounds by foot and/or vehicle; inspects facilities and equipment for safety and proper operation; reports equipment or facility problems to maintenance staff; enforces rules and policies; monitors suspicious or erratic behavior and escorts visitors from grounds or facilities.

10. Maintains security equipment, supplies and inventory.

11. Maintains supplies and equipment for out-lying security posts and coordinates needs with property manager.

12. Performs personnel evaluations and disciplinary actions, coaches and counsels staff for performance improvement; performs informal and first step in grievance and disciplinary processes.

13. Monitors labor, supplies and material usage and expenditures; requisitions materials, equipment, and supplies; assists in operations budget preparation and cost control projects; assists supervisor in short to medium range planning.

14. Manages contracts for security services including budgeting, scheduling, contract procurement, and contract oversight as assigned.

15. Participates in security-related projects including security review of proposed capital improvement projects, coordination and communication with engineers and project consultants.

16. Serves as an evidence custodian for Security related to potential criminal prosecution. Coordinates evidence with law enforcement and the District Attorneys Office.

17. Coordinates security systems with technical support to provide all aspects of communications and video surveillance of Water Bureau sites including the Water Shed and all major bureau facilities

18. Acts as Direct Responsible Charge for major security events as assigned.

19. Security Supervisors may be subject to weekend, night, holiday, on-call work, and flexible scheduling to meet operational needs.

20. Completes special projects as assigned.

21. Performs other related duties as required.

Minimum Qualifications

Knowledge of:

1. Security rules, regulations, policies, procedures, and standards related to governmental facilities.

2. Basic law enforcement, investigative procedures; gathering information; process and procedures for locating and interviewing witnesses; gather and preserve evidence.

3. Proper supervisory techniques and provisions of the applicable union labor agreement.

4. Safe work methods and the provisions of the Oregon safety code sections which apply to work of security unit.

5. Basic math and statistical analysis.

Ability to:

1. Supervise and train employees; enforce rules and regulations; apply and comply with policies and procedures.

2. Respond to emergencies and employ effective courses of action; exercise sound judgment within general policy guidelines; apply first aid; diffuse altercations and problem situations; and assist law enforcement and fire department personnel.

3. Estimate personnel, material and equipment types and quantities needed, and analyze data to make cost estimates.

4. Determine the quality of work performed by employees in each of the divisions.

5. Express ideas effectively orally and in writing; communicate with hostile people.

6. Write clear and concise work reports and maintain records.

7. Establish and maintain effective working relationships with subordinates, public and private officials, and the general public.

Training and Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school; and at least three years of progressively responsible security experience; or an equivalent combination of training and experience. Prior law enforcement supervisory experience is preferred.

Licenses; Certificates; Special Requirements:

Possession of a valid state driver's license; first aid and CPR certification. Ability to obtain State of Oregon license for unarmed security guards within 6 months of appointment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable

accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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Class History:

Adopted: 07/01/02
Revised: 12/1/10 – changed from single incumbent to multiple incumbent classification

June 2009 - Change Job Class number from 7582 to 30000645, due to system change