

JOB DESCRIPTION

(Classified Employee)

Job Title: Security Guard Supervisor Date: April, 1997

Job Code: 1436

Statement of the Job

Employee serves as a working supervisor of a crew of security guards who patrol and check University buildings and facilities. Work is accomplished within departmental procedures but judgment and initiative are frequently exercised.

Duties of the Job

- *1. Supervises other regular employees; duties include planning, scheduling, organizing and directing work, training personnel and recommending applicants for employment or for discipline, termination or retention.
- *2. Teaches and enforces safety regulations at the work site.
- *3. Establishes security patrol priorities.
- *4. Assists Crime Prevention Officer in identifying high risk areas and initiates actions to reduce risk exposure.
- *5. Performs all duties of a Security Guard.
- *6. Reviews utilization and maintenance of security equipment.
- *7. Prepares daily and periodic reports to University officials regarding activities.
- *8. Takes predetermined action and renders first aid in emergencies such as accident, fire and illness.
- *9. Assists in development of security policy and procedures.
- 10. Communicates with service users about security needs and problems.
- 11. Maintains and recommends changes or improvements in the software recordkeeping system for security guard activities.
- 12. Orders, maintains and issues clothing and equipment.

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION

(Classified Employees)

Job Title Security Guard Supervisor

Job Code No. 1436

Wage Grade Q

Total Points 404

FACTOR		DEGREE	POINTS
1.	Knowledge and Skills Specialized knowledge to analyze and solve complex problems.	4	144
2.	Effort		
	I. Mental and Visual Effort Continuous, concentrated mental and visual effort to plan and perform complex work.	4	32
	II. Physical Effort Moderate physical effort or frequent fine motor control in work requiring extremely close tolerances.	3	30
3.	Responsibility for Cost Control Sustained high degree of attention required to prevent damage or waste.	4	32
4.	Responsibility for Others		
	I. Injury to Others Sustained high degree of care and awareness required to prevent physical injuries.	4	32
	II. Supervisory Responsibility Assigns, reviews and checks work of regular employees during a major portion of the time; or supervises regular employees, including making recommendations about personnel actions.	4	32
	III. Sensitive Information and Records Significant discretion in creating, processing and controlling highly sensitive information.	5	40
5.	Working Conditions Frequent exposure to several adverse stimulations or to one which is particularly disagreeable.	3	30
6.	Responsibility for External and Internal Relations Frequent, important external and/or internal contacts.	4	32