



**Job Title: Security Supervisor**

## **CLASSIFICATION DESCRIPTION**

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**Department:** Varied  
**Pay Grade:** 106  
**FLSA Status:** Non-exempt  
**Remote Work Eligible:** No

### **JOB SUMMARY**

This position coordinates and implements security functions at an assigned site including the coordinating of operations for a parking garage, providing direction to Security Officers, and performing the duties of those officers as needed. Responsibilities may include: planning, coordinating, and monitoring parking garage operations; collecting and verifying parking garage income; monitoring the parking garage; and performing the duties of the supervised employees.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Coordinates day-to-day operations of an assigned program; ensures compliance with applicable internal and external requirements.
- Reviews, updates, and revises program policies and procedures; makes recommendations for procedural changes as necessary.
- Secures campus and deters crime by performing foot patrols, bicycle patrols, and/or vehicle patrols of campus facilities, which includes: patrolling parking lots to prevent thefts from vehicles and crimes occurring in vehicles; locking and unlocking classrooms, offices, and other campus facilities; monitoring surveillance cameras; directing traffic; and performing related activities.
- Monitors entries to buildings; checks identifications; and conducts safety checks of building interiors.
- Issues parking tickets; maintains related records of crimes, injuries, incidents, and traffic accidents.
- Provides assistance to citizens, which may include: jumping batteries; unlocking cars; providing driving directions; escorting individuals; communicating campus policies; providing general information in person and over the phone; and performing related activities.
- Monitors a budget, which may include preparing cost, estimates for budget recommendations, submitting justifications for budget items, and monitoring expenditures.
- Maintains and orders supplies.

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- Reviews, analyzes, completes, prepares, disseminates, and maintains a variety of forms, reports, and records.
- May provide training in topics such as security.
- Supervises assigned staff; trains, and evaluates.
- Handles any complaints.
- Addresses conflicts.
- Monitors and approves payroll.
- May travel and visit sites to review security measures and operations.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

High school diploma or equivalent; five (5) years of related work experience providing security; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Supervisory principles;
- Security principles and techniques;
- Applicable federal, state, and local laws, rules, regulations, codes, and procedures;
- Customer service principles;
- Electronic surveillance equipment;
- Recordkeeping principles;
- Weapon safety and care if applicable;
- Budget principles; and
- Computers and related software applications.

#### Skills in:

- Communicating, both verbally and in writing;
- Using tact;
- Monitoring facilities to ensure security and safety;
- Providing customer service;
- Using firearms if applicable;
- Using basic defense tactics;
- Maintaining operational records;
- Monitoring a budget;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

#### Ability to:

- Prioritize and assign work;
- Monitor and evaluate employees;
- De-escalate situations;
- Work independently;
- Deal with risk;
- Apply applicable laws, rules, regulations, codes, and procedures; and
- Remain calm in emergency situations.

### **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Valid Florida Driver's License.

Security Officer "D" License; may also have "G" License depending on assigned area.  
 Certifications of completion in first responder activity.  
 FEMA Certifications: ICS-100HE, ICS-700, ICS-904 and ICS-907 are all required for all security staff to obtain.  
 May also complete ICS118 and ICS 860.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights, weekends, and holidays. May travel between campuses.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to odors, dusts, poor ventilation, and extreme temperatures.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***