

Job Title: OPS Security Supervisor

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

**Position Summary:**

Incumbents coordinate and implement security functions at an assigned site including the coordinating of operations for a parking garage, provide direction to Security Officers, and perform the duties of the lower levels. 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 lower levels.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

Five years experience providing security.

*\*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Supervisory principles;
- Security principles and techniques;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and procedures;
- Modern office equipment;
- Customer service principles;
- Electronic surveillance equipment;

- Recordkeeping principles;
- Budget principles;
- Computers and related software applications.

**Skills:**

- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Monitoring facilities to ensure security and safety;
- Applying applicable laws, rules, regulations, codes, and procedures;
- Providing customer service;
- Reacting quickly and calmly in emergency situations;
- Maintaining operational records;
- Monitoring a budget;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, grasping, talking, hearing, seeing, and repetitive motion.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to odors, dusts, poor ventilation, and extreme temperatures.

**License:**

Security Officer "D" License.

Valid Driver's License.

**Responsibilities:**

| These duties are a representative sample; position assignments may vary. |  | Potential Frequency |
|--|--|---------------------|
| 1.   | Coordinates day-to-day operations of an assigned program; ensures compliance with applicable internal and external requirements.   | Daily<br>15%        |
| 2.   | Reviews, updates, and revises program policies and procedures; makes recommendations for procedural changes as necessary.  | Monthly<br>5%       |
| 3.   | 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. | Daily<br>30%        |
| 4.   | Monitors entries to buildings; checks identifications; conducts safety checks of building interiors.   | Daily<br>20%        |
| 5.   | Issues parking tickets; maintains related records of crimes, injuries, incidents, and traffic accidents.   | Daily<br>5%         |
| 6.   | 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.  | Daily<br>5%         |
| 7.   | Monitors a budget, which may include preparing cost, estimates for budget recommendations, submitting justifications for budget items, monitoring expenditures.  | Weekly<br>10%       |

**These duties are a representative sample; position assignments may vary.**

**Potential  
Frequency**

8. Reviews, analyzes, completes, prepares, disseminates, and maintains a variety of forms, reports, and records.

Daily  
10%

9. Performs other duties of a similar nature or level.

As Required

### **Equal Access/Equal Opportunity**

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