JOB DESCRIPTION

| **Title** | SECURITY SUPERVISOR | | |
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| **Reports To** |  | | |

**Job Purpose**

The **Security Supervisor** is responsible for coordinating and supervising the security personnel. Specifically, the Security Supervisor develops strategies, appoints personnel, and implements protocols to ensure the safety of the business, the products, and our employees.

Furthermore, the Security Supervisor must ensure that all security devices and equipment are operational. They also create and manage schedules, monitor and evaluate the performance of all security personnel, and maintain a safe environment for all. If there are any incidents, it is critical to immediately coordinate with the police.

**Duties and Responsibilities**

* Supervise and manage an [Organization Name]’s security functions.
* Train and schedule security personnel for programs and functions.
* Evaluate, assess, and analyze security personnel performance.
* Implement disciplinary measures as needed.
* Provide security for office personnel, buildings, and property.
* Keep the premises safe from all hazards.
* Check surveillance cameras and make sure employees and visitors have proper identification.
* Share responsibility with another supervisor for creating departmental schedules and payroll.
* Serve as the training officer for new officers in terms of facility familiarization, policy understanding, and compliance.
* Keep all security devices and products in good working order.
* Create and implement preventative measures to avoid accidents, thefts, and other hazards.
* While implementing security measures, ensure that all applicable policies and regulations are followed.
* Additional related duties as assigned.

**Qualifications**

* High school diploma or GED
* Post secondary diploma in law and security is considered an asset
* XX years of experience as a Security Personnel or in a comparable position
* XX years of surveillance system experience
* First Aid/BLS and self-defense training
* Licensed as a security officer
* Excellent knowledge of of supervisory practices and principles
* Excellent understanding of security and fire inspection procedures and practices

**Core Competencies**

* Superior surveillance and observation abilities
* Problem-solving abilities and critical thinking
* Team player
* Excellent time management abilities
* Excellent interpersonal and communication abilities
* Outstanding sense of judgment
* Ability to stay alert at all times
* Knows how to follow instructions

**Working Conditions**

* Working hours are generally from <insert time> to <insert time>
* Overtime may be required
* Changing shift schedule including night shifts
* Job may sometimes be required to lift heavy objects
* Extended periods of standing/sitting