

## **SUPERVISOR OF SAFETY AND SECURITY**

Code No.: 3-18-043

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position responsible for the formulation and organization of a program of internal safety, security and fire prevention. The employee reports directly to, and works under the general supervision of a higher-level member. General supervision is exercised over guards and other clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Formulates a program of internal security involving both people and property;

Develops and implements safety and fire prevention programs and schedules fire drills;

Assigns duties to Guards and other security staff, and supervises performance and training;

Coordinates the activities of other personnel to aid in protective services;

Organizes a program of inspection and accountability relating to agency property to prevent theft;

Inspects for possible hazards, dangers, or barriers to safety and security;

Oversees use and maintains security of parking areas;

Promulgates rules and regulations relating to protective services and procedures;

Makes recommendations for equipment, supplies and personnel needed to enforce order and security on the premises;

Checks safety supplies and equipment at regular intervals to determine adequacy;

Submits reports to the administrator about such things as emergencies, unusual happenings, performance and goals;

Addresses employee and public groups regarding the nature and extent of the security and protective programs;

Assigns lockers and controls keys.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and procedures of security work; good knowledge of fire prevention and fire detection methods and devices; good knowledge of safety regulations pertaining to public buildings and parking areas; working knowledge of the Motor Vehicle Law of the State of New York; ability to formulate, plan and organize the work of a security force; ability to supervise effectively; ability to train and instruct subordinates; ability to speak in public; ability to communicate effectively, both orally and in writing; ability to investigate and handle cases of suspected theft; ability to deal with disorderly persons within the scope of the position's authority; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Six (6) years paid full-time or its part-time equivalent experience as a police officer, or in plant or building security, or investigations, or security work, or security guard work, or similar experience; one (1) year of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree; plus four (4) years paid full-time or its part-time equivalent experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; plus two (2) years paid full-time or its part-time equivalent experience as described in (A) above one (1) year of which must have been in a supervisory capacity; OR,
- (D) An equivalent combination of education and experience as defined within the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENT:** Registration as a Security Guard with the New York State Department of State is required at the time of appointment.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: December 20, 1967

REVISED: October 11, 1984

REVISED: August 5, 2010

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