

Seward County Community College
Structured Compensation - Job Description
Security Supervisor/Assist to Director of Facilities

Data Year: 2017

Prepared On: 05/14/2018

Department:	Facilities	Grade:	12
Reports To:	Facilities Director	Classification:	Exempt
Supervises Direct:	6	Supervises Indirect:	26
Approved By:	R Scheib, D Sander	Effective Date:	01/01/2010
		Revised Date:	05/14/2018

Role:

To provide security services to all staff, faculty, students and visitors to the college; monitor safety conditions for resident halls and other buildings; provide and implement crime prevention and safety programs; maintain safe parking conditions on campus. Will assume duties of director of facilities in his absence and maintain eSupport ticket flow up, daily inspections of grounds and facilities and monthly roof inspections. Responsible for overseeing compliance in Hazmat, fire marshal requirements, in most codes including Egress and doorways, elevator, and safety requirements.

Essential Functions & Responsibilities:

- E 10% Leads the Security Department operations; including training and direction
- E 10% Assist in the development and implement comprehensive public safety programs, policies and procedures.
- E 10% Oversees and patrols campus grounds for parking concerns and enforcement; assists with parking control and monitoring of large groups and special events daily. Enforces college rules and regulations and detection of safety hazards. Inspects buildings for illegal entry or vandals, to prevent theft or destruction of property and/or equipment.
- E 10% Communicates with students, faculty and staff about security concerns; responds to emergencies and alarms.
- E 10% Documents and reports all campus crime statistics to the federal government. Helps to implement crime prevention and safety programs on campus. Responsible for reporting/documenting and investigating incidents, e.g. auto accidents, personal injuries, theft and miscellaneous reports.
- E 10% Supervises security personnel, fills in when scheduled officers cannot work, and completes evaluations on security officers by set deadlines.

Fills in for Facilities Director in his absence.
- E 10% Completes daily inspections of grounds and facilities.
- E 10% Oversee monthly safety meeting topics and presentations.
- E 5% Maintain Haz-Mat compliance through visual inspection of all hazmat controlled substances and how stored and labeled.
- E 5% Utilize tools provided to maintain compliance with Fire Marshall directives, fire alarms and sprinkler systems.
- E 5% Maintain all SDS books in updated formats.

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N 5% Performs other job related duties as assigned.

Performance Measurements:

1. Will maintain a good working knowledge of the local law enforcement codes and all school policies.
2. Will possess the ability to access a situation quickly and control it immediately.
3. Will report and document all required incidents locally and with state and federal agencies as mandated.
4. Will ensure performance reviews are completed within 2 weeks of due date.
5. Will maintain up to date documentation of Haz-Mat compliance.
6. Will maintain up to date documentation for applicable state and local government departments.

Knowledge and Skills:

Experience	Must have two to five years of similar or related experience in security matters.
Education	A Bachelor's degree.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills	<p>Knowledge:</p> <p>Must possess and maintain a current driver's license.</p> <p>Must have a working knowledge of Clery reporting standards and how to complete and file report.</p> <p>Must have a working knowledge of the SCCC Emergency Operations Plan.</p> <p>Skills:</p> <p>Must have a workable knowledge of rules and regulations regarding Haz-Mat materials.</p> <p>Must have a workable knowledge of rules and regulations regarding state agencies regarding fire extinguishers, exit lights and emergency lights.</p> <p>Must have a workable knowledge of rules and regulations regarding Egress and doorways, elevators and safety requirements.</p> <p>Must be familiar with requirements regarding upkeep of grounds and roofs.</p> <p>Computer skills are necessary (Microsoft Office products desired).</p> <p>Excellent written, oral and interpersonal communication skills including active listening skills are necessary.</p> <p>Abilities:</p> <p>Ability to work alone and with others is a must.</p>
Physical Requirements	<p>Sitting for a period of 1.5 hours at one time with a total of 3 hours per day</p> <p>Standing for a period of 1 hour at one time with a total of 2 hours</p> <p>Walking for a period of 1.5 hours at one time with a total of 3 hours</p>

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Lifting up to 5 lbs. continuously and up to 100 lbs. occasionally
Carrying up to 5 lbs. continuously and up to 100 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling
Use both feet for repetitive movements as in operational functions
Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally
Exposed to unprotected heights, being around moving machinery, exposure to marked changes in temperature and driving automotive equipment and exposure to dust, fumes, and gases
Keyboarding 1 to 3 hours daily

Work Environment Work environment involves some exposure to hazards or physical risks, which require basic safety precautions.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature