

SECURITY GUARD SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory security work involved in planning, directing and coordinating activities of the security guard force on assigned shift. Employees in this class supervise the administration of protective services in guarding the Port buildings, property and cargoes; safeguarding occupants and visitors; and exercising control over vehicular traffic within the Port premises.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties that any one position may not include all the duties listed.)

Supervises security guard personnel patrolling Port premises on foot and standing guard at watch points to detect and prevent unauthorized activities and enforce compliance with Port security regulations and procedures.

Makes periodic inspections of warehouses, vessels, operation site and outside storage to insure enforcement of security measures.

Investigates incidents of pilfered or damaged cargoes, property and damage and other irregular activities and prepares reports of findings.

Maintains schedules of vessel arrivals and departures.

Interprets and explains Port security regulations, procedures and requirements to security guard personnel and the public.

Recommends changes in operational procedures and regulations to enhance program effectiveness.

Supervises the maintenance of activity records and prepares reports of shift activities.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods and practices of guard work.

Ability to supervise the work of others.

Ability to learn and interpret Port security regulations, pertinent laws, procedures, and other program requirements.

Ability to enforce rules and regulations with tact, firmness and impartiality.

Ability to think and act quickly and calmly in emergencies.

Ability to evaluate program effectiveness and implement/recommend changes in operation, regulations and procedures to enhance effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe use of small firearms.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of experience as a Security Guard or equivalent work and graduation from high school; or

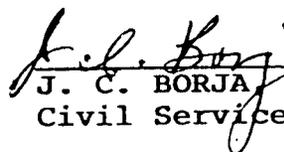
(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid firearms permit may be required.

ESTABLISHED: July, 1980

Pay Range: 17



J. C. BORJA, Executive Director
Civil Service Commission