

## GUARD SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises guard activities in the enforcement of rules and regulations for the protection of government property.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises the work of guard personnel engaged in the enforcement of rules and regulations for the protection of government property.

Arranges duty schedules to cover each post at all times; checks on guards activities through regular or special intervals of inspections; interprets instructions, policies and procedures to subordinates.

Insures that pertinent rules and regulations are enforced for protection against, fire, theft, vandalism, or other unusual activity.

Assists subordinates in emergencies, especially in the apprehension of violators.

Supervises the maintenance of log books, records, and other guard activity records.

Monitors and supervises radio and other communication concerning guard affairs.

Indoctrinates and/or trains new guard personnel.

May perform routine investigation of violations and prepares written reports of investigations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the methods and practices of guard work.

Knowledge of the department or agencies rules and regulations, operating procedures relating to the protection of government property.

Ability to supervise the work of others.

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

Ability to think and act quickly and calmly in emergencies.

Ability to work effectively with employees and the public.

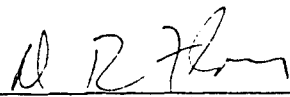
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years experience as a guard involving the protection of government property; or

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

ESTABLISHED: JULY 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission