



University System of Maryland Job Class Specification

TITLE: SECURITY GUARD SUPERVISOR
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: Q-331099

JOB CODE: N10SFW
JOB TYPE: SYSYEMWIDE
JOB FAMILY/SERIES: POL

APPROVED BY: Chancellor's Designee:
James Sansbury, Associate VC Financial Affairs/Human Resources

EFFECTIVE DATE: 2/4/2010

JOB SUMMARY

Under general supervision, supervises a team of security guards and lead security guards to ensure the protection of buildings and properties and safeguards occupants and visitors during normal operations and special events.

PRIMARY DUTIES

1. Determines work priorities, plans and distributes work assignments, and reviews work to ensure work completed is accurate, timely, professional, and in compliance with established regulations. Provides guidance and training to a team of security guards.
2. Develops and coordinates staffing schedules to ensure coverage at all established security posts for each shift; that each security guard on shift understands the requirements for that post, including completion of security logs.
3. Conducts audits of security logs to ensure compliance to established procedures.
4. Reviews, communicates, and provides appropriate training on changes/additions to normal routines, updates to any security alarm and camera systems, security software, badge recognition and validation process, and emergency situations responses.
5. Assists leadership in overseeing shift activities, including providing input for performance evaluations.
6. Performs all the duties of a security guard.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: Five years progressively responsible related experience to include at least

one year in supervisory capacity.

OTHER: NONE

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to supervise and train assigned staff; ability to follow oral and written instructions; ability to communicate effectively, both orally and in writing; ability to complete basic reports, ability to learn and use laptop, desktop, and other specialized computer systems configured for security operations, ability to assist emergency response teams from supporting police and fire departments, ability to operate two-way communications devices, cell phones, and desk phones. Knowledge of the operations and application of security systems and protocol for maintaining physical security of staff and facilities. Skilled in diagnosing operational problems and implementing corrective action.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Applicants must submit to and successfully pass a thorough background investigation. Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Employees in this job class may be subject to pre-employment and random drug testing.