

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SUPERVISING SECURITY GUARD
Code: 470130 WGK
Page : 1 of 2
Competitive

GENERAL STATEMENT OF DUTIES

Supervises guards responsible for the security of the buildings, grounds, and equipment of a large school district; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, employees in this class have overall responsibility for valuable property and supplies usually at times when employees who are normally responsible for their care and use are not present. Employees in this class may be assigned a specified patrol, but are responsible for the work of all security guards.

TYPICAL DUTIES

1. Plans the work of a security force.
2. Assigns guards to posts and special duties.
3. Maintains security log and prepares daily and periodic reports.
4. Coordinates all special events and ensures that adequate fire watch and/or police details are in attendance.
5. Patrols post on foot or mounted when necessary.
6. While on desk duty, answers telephone and does related office work.
7. Receives and transmits radio messages, gives orders to and instructs guards.
8. Checks daily reports for incidents and prepares reports.
9. Has responsibility for traffic control, including recommendations for parking rules and regulation.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the duties and responsibilities of a security force for a large buildings and grounds plant.
2. Ability to think and act quickly in emergency and write accurate reports of incidents.
3. Ability to plan and to supervise the work of subordinate personnel.
4. Ability to operate two-way radio system.
5. Good vision and hearing.
6. Good physical condition.
7. Ability to operate a motor vehicle.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school
and