



JOB DESCRIPTION

TITLE

Supervisor of Guards

JOB SUMMARY

Provides supervisory and operational skills in the TWU Department of Public Safety. Primarily responsible for supervising general campus security, Entry/Access, Close Circuit Video, intrusions alarms systems, and all DPS Guard Personnel in the day-to-day operations on remote campuses. Other primary responsibilities include, act as TWU's DPS Critical Incident Response Team Coordinator for remote campuses, and responsible for the proficiency, discipline, conduct, and appearance of guard personnel. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Patrol Services Lieutenant

Supervises: Guard

ESSENTIAL DUTIES - May include, but not limited to the following:

- Patrols assigned areas to check for criminal activity and rule violations.
- Schedules, assigns, and supervises guard personnel.
- Ensures accurate, complete, and legible preparation of all department reports.
- Ensures all departmental rules, regulations, and policies are known by personnel and are properly applied.
- Responds immediately to all emergencies or incidents of a serious nature to provide direction and assistance to guard personnel.
- Ensures proper use, maintenance, and inventory record keeping of all departmental property on the campus.
- Reports any University crime, security, and safety or fire problems, with recommendations for correction to the Patrol Services Lieutenant.

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- Provides initial field training for new guard personnel, evaluates their performance and submits necessary reports as to their progress and competence.
- Provides availability by cellular device at all times.
- Responds to emergency department call-outs.
- Performs the duties of a guard on a designated shift.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required plus twelve hours of college courses.

EXPERIENCE

Five years of security experience with three years supervision experience preferred.

REQUIREMENT

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Thorough knowledge of and skill in the use of the University Emergency Notification Systems, emergency telephones, and various computer equipment in (CCURE, BADGE SE, VIDEO EDGE).
- Ability to act as the TWU DPS Critical Incident Response Team Coordinator for a remote campus.
- Proficiency in all phases of duties performed.
- Must be available for consultation at all hours, day or night.
- Must be able to work any of the shifts and varying days off.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Must be available for consultation at all hours, day or night. Must be able to work any of the shifts and varying days off.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and/or outdoors.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____

Date: _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.