

**Grids Security Services, LLC
P. O. Box 3231
Irmo, South Carolina 29063**

JOB TITLE: Security Supervisor

DEPARTMENT: Security

Reports to: President / CEO

I. Job Summary

Assists the President / CEO in the coordination and implementation of all aspects of the security program. Supervises security personnel in conjunction with daily work assignments and conducts safety and security education programs.

II. Minimum Qualifications:

A High School Diploma or GED and at least one-year experience as a supervisor required. An Associate's Degree in Law Enforcement or a related field may substitute for the required experience. Please present SLED card when applying or be able to obtain a SLED card by the end of the company training.

III. Work Environment:

Prolonged, extensive and considerable standing and walking. Exposed to dangers of assaults/hazards. Requires judgments / action in varying and unpredictable situations.

IV. Supervisory Responsibilities:

This position supervises several security officers.

V. Financial Responsibilities:

None

VI. Essential Functions:

1. Supervises schedules and monitors security activities in assigned areas and assigned shifts to ensure secure and safe conditions for the clients, employees, visitors, buildings, assets, and premises. Inspects work performance / assignments and recommends improvements in work methods to security officers and the President / CEO.
2. Conducts investigations; maintains records and prepares incident reports and other documents pertaining to security. Reviews incident reports submitted by others for completeness and accuracy.
3. Collaborates with local, state and national agencies relative to security investigations; directs and or escorts agency personnel to buildings and premises.

4. Assumes the responsibility for security in absence of the President / CEO. Provides feedback to President / CEO regarding information from the worksite.
5. Escorts personnel to parking lots and buildings. Secures and unlocks offices and facilities. Secures patient valuables or lost and found articles maintaining logs of items received.
6. Conducts safety training upon request.
7. Performs other miscellaneous and related duties as required.

VII. Physical Requirements:

Physical requirements are primarily related to the essential functions of any job. In order to perform the essential functions of this position, you must be able to stand, walk, use your hands, reach, climb, stoop, kneel, talk and hear.

Lift or exert energy up to 50 pounds 50% of the time and more than 100 pounds 50% of the time.

Must have close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), distance vision (clear vision at 20 feet or more) and peripheral vision (ability to observe an area that can be seen move up/down or left/right).

VIII. Mental Requirements:

Must have the ability to read and interpret business or safety manuals, technical procedures or regulations. Ability to write reports, correspondence and/or manuals. Ability to effectively present information and respond to questions from the clients, groups, employees, and emergency personal.

Must have the ability to perform basic math functions (add, subtract, multiply and divide) using numbers and units of money.

Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must have the ability to deal with problems involving concrete variables and standardized situations.

IX. Age Competencies:

This position primarily interacts with all age groups and walks of life. All staff members must be able to demonstrate the knowledge and skill necessary to meet the physical, psycho/social, educational, safety, and related needs of the persons in the assigned work area.

Employee's Signature

Manager's Signature

President / CEO

Revised 03/10