



# Example of Security Shift Supervisor Job Description

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Our innovative and growing company is looking to fill the role of security shift supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for security shift supervisor

- Safeguard sensitive and confidential information regarding Inter-Con and the client
- Maintains shift schedules and monitors Officer hours
- Prepares security logs against shift responsibilities and patrols areas
- Responds to activated alarms for emergency situations such as fire, chemical spills, medical emergencies, burglaries, and door security concerns
- Generates reports of daily activity, including any irregularities of equipment, property damage or any incidents reported to the DPS University Hall office
- Assists in the setup of weekly guard schedule
- Investigate campus security incidents
- Trains and supervises contract security personnel
- Serve as liaison to the contract guard service, campus personnel, students and other outside constituencies
- Resolve minor complaints or conflicts involving members of the campus community

## Qualifications for security shift supervisor

- First Aid, CPR and AED certification required within 90 days of hire (prior certification preferred)
- Candidate will be required to attain position related ASIS designations within 18 months of becoming eligible as required by Corporate Security

- Must project a professional image at all times, wearing a clean pressed uniform (as per policy), with no visible body art or excessive jewelry
- Our client in Valhalla, NY, Westchester County
- Prior security experience is a must
- Must have 5 years of Security Supervisory Experience