



<b>JOB TITITLE:</b>	Level III – Commissioned Security Shift Supervisor
<b>Location:</b>	Houston, Texas
<b>Department:</b>	Operations
<b>Reports:</b>	Operations manager

**RESPONSIBILITIES OVERVIEW:**

Uniformed Armed Security Shift Supervisor will supervise and coordinate security personnel and ensure service to our clients by carrying out safety and security procedures, site-specific policies and when appropriate, emergency response activities.

**PRIMARY DUTIES:**

Typical duties of shift security officers include, but are not limited to, the following:

- Supervise and coordinate the delivery of quality services on a specific shift at an assigned Making rounds of inspection to determine facility is properly secured
- Act as a liaison between site supervisor, Account Manager/Field Operations Manager and professional security officers
- Recognition and remediation of security and/or safety deficiencies
- Supervise staff on assigned shift, providing coaching, recognition and discipline within approved empowerment range
- Investigating unusual or suspicious conditions
- Preventing trespass on, damage to, or theft of property.
- Inspecting parking areas
- Enforcing security regulations
- Interacting in a professional manner with the public
- Being a visible presence to deter unacceptable and disruptive behavior
- Responding to emergencies
- Escorting personnel to or from their automobiles upon request
- Notifying appropriate personnel and local authorities when emergencies occur
- Reporting any dishonest or criminal act committed on premises by staff or other persons
- Responding to requests by Head of Security and Safety
- Responding to medical events to administer First-Aid
- Responding and assisting during emergency events such as building evacuations, shelter-in-place situations, etc.

**REQUIRED EDUCATION, COMPETENCIES AND FUNCTIONS**

- Be at least 21 years of age
- Assigned personnel shall possess, at a minimum, either a high school diploma or a General Equivalency Diploma (G.E.D.) – or at least five years verifiable experience as a security professional
- Must possess effective written and oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner; must be able to use initiative and independent judgment within established guidelines
- Must be able to frequently prepare written reports and logs in neat, legible handwriting;

- Must be able to read and understand all operating procedures and instructions
- Subject to a background investigation in accordance with all federal, state, and local laws
- Must possess or be eligible to receive a Level III Security License from the Texas Department of Public Safety – training provided by PPI Security.
- All assigned personnel shall be able to read, speak, understand and write the English language. Specifically, assigned personnel shall be able to report emergencies to 911 and designated personnel, and write clear and legible Incident Reports as required. Assigned personnel must be able to read and understand all posted warning and danger signs of potential hazards and safety instructions.
- Security officers must be physically capable of performing all essential job duties, with or without reasonable accommodation. The following requirements apply to the extent job-related and consistent with business necessity:
  - Able to stand for up to 10-hours based on post requirements
  - Able to sit for up to 10-hours based on post requirements
  - Ability to climb up and down stairs
  - Able to lift a minimum of 20 lbs., unassisted
  - Ability to walk unassisted
- Officers must be mentally alert and capable of exercising good judgment, implementing instructions and assimilating necessary specialized training. Emotional and mental stability are essential considering duties normally require contact with the public and quick action under emergency situations.
- Must possess a valid Driver’s License with at least one year of driving experience, a clean driving record (no major violations within last 36 months, no more than 1 accident in last 24 months, no more than one minor moving violation in last 24 months), and the ability to safely operate a vehicle

**SHIFT SCHEDULE:**

- Various Schedules available – Day/Night, Weekdays and Weekends
- Flexible part time and full-time schedules available

**Benefits**

- Health Insurance for full-time positions
- Paid time off (requirements apply)
- Holiday Pay
- Issued Equipment and ongoing training

**Hourly Salary**

- Based on experience
  - Average \$17 to \$20 per hour