

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GUARD SUPERVISOR

POSITION CODE: 17685
Effective: 1-25-94

DISTINGUISHING FEATURES OF WORK:

Under direction, supervises a small guard force responsible for patrolling buildings and grounds and reporting unsafe conditions; or, supervises a shift in a large security program which necessitates the presence of a supervisory position for proper management direction, control and response of several subordinate staff on a shift. Positions allocated to this class review work and complete and sign staff performance evaluations, prepare schedules and work assignments, provide for the periodic training, motivation and development of subordinate staff; conducts studies and drills to locate and respond to security deficiencies in the program and performs special investigations of security breaches for management; makes regular patrols to assure that security force is functioning at full effectiveness, and responsible to emergency situations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans and supervises a small guard program at a state facility typically lacking the need for subordinate shift supervisory positions; assigns staff to specific patrols, prepares work schedules, approves leave time, evaluates employee performance; prepares operating reports; provides for the periodic maintenance and servicing of equipment such as patrol car and radios.
2. Supervises a work shift of several subordinate guards; makes work assignments and schedules, evaluates performance, explains and interprets regulations to security personnel and others.
3. Develops and implements training on security measures and issues; conducts fire drills and fire safety training to develop response readiness among security staff and facility occupants.
4. Studies security needs and prepares recommended reports to superiors for changes in regulatory practices and procedures; participates in security planning meetings and preparation of emergency response plans.

GUARD SUPERVISOR (Continued)

5. Prepares or oversees the preparation of necessary operating reports such as activities log, radio log of incoming and outgoing communications, incident reports, personnel actions.
6. Conducts special security studies of unusual incidents of a serious or sensitive nature involving accidents, injuries, theft or other criminal activity.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school.

Requires two years of safety and security experience.

Knowledges, Skills and Abilities

Requires working knowledge of supervising and carrying out emergency response procedures and techniques, including first aid, CPR, fire and safety control and response protocols for security breaches.

Requires working knowledge of security enforcement regulations, practices and techniques.

Requires ability to patrol buildings and grounds on foot or in patrol car to assure the proper provision of security services by subordinates.

Requires ability to supervise the enforcement of security regulations, and requirements and direct and control operations with firmness, courtesy and tact.

Requires ability to recognize and direct security response to emergency and safety hazards.

Requires ability to instruct others through security training and development.

Requires ability to implement written procedures and work instructions, and to organize observed facts into special reports.