

The University of Texas at San Antonio

Job Description

Job Title: Guard Supervisor
Code: 16341
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: University Police
Reports To: Corporal, University Police

Summary

- Function: To provide supervisory skills to direct a guard force at a component institution of The University of Texas System.
 - Scope: Responsible for the selection, indoctrination, training, and supervision of guard personnel. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

Duties

- Typical:
 1. Supervises the work of the guard force to include assigning work hours and schedule preparation; issuing instructions; insuring compliance by guards of all procedures; and assist the supervisor with scheduling of special events.
 2. Trains new guards, screens and selects replacements.
 3. Maintains control of master key cabinet; maintains current locator and director files; provides services, information, and direction to students and visitors; and performs dispatch duties.
 4. Conducts inspections of buildings and grounds for fire and other hazards.
 5. Perform other duties as assigned.
- Periodic:
 1. Inspect buildings and grounds to insure that proper security precautions are maintained.
 2. Makes reports and maintains required records.

Education

Required	Preferred
High School Graduation or GED.	Associate's Degree.

Other Requirements

Required	Preferred
Must successfully complete a required Field Training Officer program.	N/A
Must have the physical and mental capabilities to properly carry out his or her responsibilities and duties as a guard of The University of Texas System Police.	
Valid Texas State Driver's license.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years experience as a guard and 1 year of supervisory experience, OR 2 years experience as a supervisor in a security related field, OR 3 years of experience as a supervisor in the military in any field, OR 4 years' experience as a Guard or Sr. Guard for the UT System.	Experience in a supervisory capacity or as a Senior Guard.

Equipment

Required	Preferred
Must be proficient with the operation of all equipment utilized by the University Police Department necessary to perform assigned tasks.	NA

Working Conditions

Usual	Special
May be required to work on any one of three shifts with varying days off.	N/A
Work involves a degree of hazard.	
Exposure to outside weather conditions.	

Supervision

Received	Given
Work is performed within established policy and administrative direction, but with wide latitude for choice of methods and procedures. Review of the overall results of the security program.	Direct supervision of subordinate members of the guard force.

Accuracy

Proficiency in all phases of duties performed.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.