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## Auburn University Job Description

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|--------------|----------------------------|-------------|---------------------|
| Job Title:   | <b>Supv, Security Tech</b> | Job Family: | No Family           |
| Job Code:    | <b>NB32</b>                | Grade 33:   | \$39,300 - \$65,500 |
| FLSA status: | Non-exempt                 |             |                     |

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### Job Summary

Provides on-site supervision of security technicians and security projects by managing and assisting in the functions associated with the installation of security devices throughout campus.

### Essential Functions

1. Plans and organizes project requirements with other departments so that appropriate personnel and materials are available for the project's timely completion.
2. Manages and coordinates the work and responsibilities of security personnel by reviewing tasks, inspecting job sites, revising instructions, and conferring with other supervisors.
3. Maintains records and documentation of work activities, supplies, and equipment for accountability.
4. Communicates with others to keep them informed of activities and answer questions.
5. Investigates and resolves on campus security violations that are reported.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Minimum Required Education and Experience

|                          | <u>Minimum</u> | <u>Focus of Education/Experience</u>                             |
|--------------------------|----------------|--|
| <b>Education</b>         | High School    | High School Diploma or equivalent                                |
| <b>Experience (yrs.)</b> | 6              | Experience in security enforcement and access control background |

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

### Minimum Required Knowledge

Knowledge of locksmithing and low voltage access control. Developed supervisory skills.

### Certification or Licensure Requirements

Valid Driver's Licence, LENEL Certification, and Alarm System Certification

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## Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/5/2012

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