

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Security Coordinator		
<b>Job Code:</b>	PR2771	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Created:</b>	08/22/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	01/11/19

### GENERAL SUMMARY

Manages department security and safety related activities within the Department. Supervises the personnel, operations and maintenance of the Security Section; manages, creates and oversees security and safety programs; and ensures compliance with applicable guidelines and programs.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a secure, healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assumes management responsibility for security; selects and implements cameras and other security equipment; supervises the work and progress of vendors and construction workers; and investigates and responds to intrusions/incidents within Department facilities.
3. Initiates and oversees the development of security and safety written plans and related policies and procedures; monitors and evaluates the progress of the security and safety plan; and makes recommendations to improve methods and procedures.
4. Develops and facilitates security and safety training courses pertinent to the Department facility needs; and evaluates the effectiveness of the security and safety plans.
5. Plans, coordinates and reviews the work and progress of security and safety trainers; and meets with security and safety personnel to identify and resolve problems.
6. Investigates major department facility security and safety accidents; oversees a department Accident Review Board; reviews the findings of board members; and provides recommendations to prevent future occurrences.
7. Performs other related duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Federal guidelines, security risks and procedures.
  - Principles and practices of supervision, training and evaluation.
  - Specifications outlined in contract documents to ensure the work of contractors.
  - Computer programs for security applications.
  - OSHA rules and regulations for general industry and construction industry.
  - Rules and regulations concerning accident investigations.
  - City safety rules, policies and procedures.
  - Behavior modification techniques to introduce change process.
  - Methods and techniques of incorporating quality improvement principles into assigned operational area.
- **Skill in:**
  - Critical thinking and decision making.
  - Emergency response.
  - Computers and applicable software.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Delegate, supervise, motivate and evaluate subordinates.
  - Respond and manage security response operations.
  - Perform accident investigations.
  - Coordinate with various divisions of the Department to ensure implementation of safety program.
  - Research, analyze, and evaluate programs, policies, and procedures.
  - Develop training materials and conduct workshops on improved systems and procedures.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, emergency management, or a related field and three years of experience in safety, security, emergency management, or related field including one year of administrative experience and/or lead supervisory experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.