

CLASS TITLE: RESIDENCE HALL SECURITY SUPERVISOR

Class Code: 02139300

Pay Grade: 16A

EO: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assign, maintain and supervise the security duties of an assigned area which may include a building or group of buildings; to be responsible for the preservation and maintenance of order; to enforce laws and regulations; to protect persons, buildings and premises within the area against injury, damage, fire, theft and trespass; to provide emergency medical services; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the use of independent judgment; work is reviewed for conformance to laws, rules, regulations and/or instructions.

SUPERVISION EXERCISED: Assigns and closely supervises the work of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise the work of subordinates engaged in security duties in and around residence halls, buildings and grounds and to participate in such security work.

To protect and guard against injury, damage, fire, theft, defacement, destruction or trespass.

To investigate losses, damage to property, injury to persons, etc. and make detailed reports thereon and to type and file reports and keep records as required.

To assign and inspect patrol routes or areas of subordinates and check reports submitted by subordinates.

To cooperate with police in the enforcement of laws and regulations of the university, township and state in which assigned areas, buildings or premises are located; to appear in court or at other hearings such as campus judicial boards and give testimony and to prepare paperwork relating to such appearances.

To give emergency medical treatment as required.

To operate communications equipment as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and regulations of patrolling and protecting work as it relates to the protection of life and property; the ability to apply such knowledges, principles and practices; the ability to make and keep accurate reports on law or regulation violations; the ability to give emergency medical treatment as needed; the ability to operate communications equipment; the ability to think, act quickly, cope with, be courteous, tactful and respect the rights of others in an emergency or non-emergency situation; the ability to assign and review the work of subordinates; the ability to understand and carry out oral and written instruction; the ability to write and speak effectively; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a supervisory position with responsibility for the protection of persons or property involving the enforcement of rules and regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must possess a valid First Responder Certificate issued by the Rhode Island Department of Health within six months of employment and must maintain such certification as a condition of employment. At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate. Must possess and maintain a valid Rhode Island driver's license. No person shall be appointed temporary, probationary, or permanent until they shall have been evaluated and tested by a certified psychologist and receive a satisfactory rating which shall be in writing.

Class Created: May 24, 1987

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