

Position Title: Safety & Security Supervisor

Reports to: Director of Safety & Security

Category: Full-time non-exempt

POSITION: The Safety & Security Supervisor will report to the Director of Safety & Security and will primarily focus on oversight of the operations of Security personnel with the Shift Leaders reporting to the Supervisor. The Supervisor will also oversee security guard personnel, department procedures and policies, and will exercise considerable independent judgement to select the proper course of action in unforeseen circumstances.

DUTIES AND RESPONSIBILITIES: Memorize all TFC 911 addresses and correlating location of each building, the names of each campus parking lot and the correlating location, and all key numbers and the correlating building to each key. Operate and report in military time. Oversee all Shift Leaders and Security Guards who assist in the coordination of Security activities for the various shifts, as well as performing the duties of a guard when necessary. Gather the availability of each guard and create a schedule for the guards to follow each time a new one is necessary. Attend all campus chapels held in Grace Chapel and ensure that the building is properly and safely locked down during the designated times. Be on-call 24/7 for any campus emergency or incident and be able to make swift, intelligent decisions on the proper course of action for each campus incident. Be available to respond to any and all campus incidents that require assistance or have a backup in place to do so. Conduct interviews for all potential student worker candidates and ensure that the schedule stays full throughout the year. Ensure all new hires complete proper paperwork before beginning work and are properly trained through use of the Shift Leaders before entrusted to work alone. Regularly review communication reports, gate reports, golf cart inspection sheets, and any other reports sent in by the guards to ensure that their jobs are being completed properly. Maintain the cleanliness of the guard building and ensure that all documents within the guard building remain updated regularly, such as the work schedule, on-call schedule, unlocking/locking schedule, and monthly cleaning list. Conduct mandatory monthly guard meetings to give guards updates and other important information. Conduct guard evaluations once each semester to give guards any constructive criticism or positive feedback that is necessary. Conduct monthly Shift Leader meetings to ensure that the Shift Leaders have time to express their feedback of the guards. Update Clery and Incident Reporting Logs when necessary. Ensure that each event, such as Homecoming, Graduation, concerts, etc., have enough volunteers to control parking and create parking plans for each event that will keep parking/discharge smooth and under control. Oversee the preparation, assignment and distribution of parking spaces for students, staff, and faculty. Attend campus orientations and check-ins to register student vehicles and distribute parking passes. Oversee ticketing and ticket appeals. Ensure that all Security policies, forms, reports, and other important documents remain updated at all times. Familiarize oneself with Clery and OSHA regulations. Help train student employees for the Safety Department to develop and train maintenance in OSHA workplace subjects. Conduct chemical audits in the months of March and September each year and ensure that all SDS lists remain updated in each campus department. Conduct safety trainings for all maintenance employees once each month. Assist in the advancement of Safety & Security through research into new, cost-effective ideas to keep the campus safe, secure, and within compliance. Assist in updating emergency exit maps and other pertinent safety material for the proper emergency responses.

SKILLS AND ATTRIBUTES: Judgement and Decision Making: considering the relative costs and benefits of action. Critical Thinking: Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Communication: proven verbal and written communication skills to convey instruction and direction to others in the department and throughout the campus. Proficiency in computer, including Microsoft Word and Excel preferred, and the ability to do online research to develop policies, programs and processes. Current driver's license with good record. Excellent customer service skills and strong leadership skills for training and motivating students, staff and faculty in new safety and security measures. Maintain a positive attitude when communicating with students and customers. Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College.

EXPERIENCE REQUIREMENTS: Has thorough understanding of the campus and the Security Department as a whole and exhibits a desire to increase their knowledge and involvement with the department. Has a desire to further their career in an area such as security or law enforcement and plans to bring that same fervor to the Security Department. Has the ability to make a two year commitment, at minimum.

PHYSICAL REQUIREMENTS: Physically able to walk, run, climb multiple staircases, bend, stoop and carry 30 pounds at minimum.

Application: Staff application link can be found at www.tfc.edu/employment . Resume and cover letter should be submitted via email attachment to Ms. Mary Kaye Ritchey, Director of Human Resources, at: mritchey@tfc.edu. All materials will remain confidential. As an equal opportunity employer, TFC encourages women and minorities to apply.

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