

BROCKTON HOUSING AUTHORITY

Security Supervisor

Rate: Per CBA

Location: Various

Hours Per Week: 35

Supervised By: Security Coordinator

General Statement of Duties: Responsible for the supervision and performance of security personnel in preservation of peace and the protection of lives and property on the properties of the Brockton Housing Authority. Under the general supervision of the Brockton Housing Authority's Security Coordinator, enforces rules, regulations, policies and procedures of the Housing Authority.

Responsibilities:

1. Act as the liaison between the BHA and the contract security company by interacting regularly with the assigned contact of the contract security company.
2. Provide direct supervision of contract security guards and other assigned security personnel, allocating and supervising work assignments, and reviewing work programs on a daily basis.
3. Issue oral and written instructions to security personnel.
4. Assess the nature of security problems and notifies the appropriate authorities.
5. Prepare written reports for Security Coordinator, Director of Asset Management, and Asset Managers
6. Maintain a log of all disturbances.
7. Report security activities to Security Coordinator.
8. Work cooperatively with the Brockton Police Department, Brockton Fire Department and all BHA departments including night call maintenance staff.
9. Develop harmonious working relationships with tenant organizations.
10. Issues citations for parking violations on Brockton Housing Authority properties.
11. Attend meetings and appropriate job trainings as required or assigned by supervisor.
12. Perform duties consistent with agency/program policies and procedures.
13. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
14. Perform other duties as directed by the Security Coordinator or designee.

Requirements:

- High school diploma or equivalent required; Associates degree in criminal justice or related field preferred.
- Supervisory experience in the area of security, law enforcement or related field.

- Knowledge of law enforcement procedures, interpretation of laws, and emergency response.
- Must be skilled in the use of radio communication and other security-related equipment, and in the operation of a motor vehicle.
- Demonstrated ability to plan and direct the work of subordinates, to keep records and prepare and maintain logical, understandable reports.
- Demonstrated ability to communicate effectively with people in a variety of stressful situations, enforce applicable laws according to correct procedures, and ability to follow oral and written instructions.
- Extensive knowledge of personal computer and Microsoft applications including word processing, email, Internet, etc.
- Possession of a valid State of Massachusetts driver's license.
- Must be in and maintain good physical health.

Thomas G. Thibeault, Executive Director

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Date: 8/9/23