

ASSISTANT DIRECTOR OF SECURITY

STATUS: Non-Exempt

FUNCTION: The Assistant Director of Security is responsible for the overall supervision of the WHA security force night shift.

HOURS: Core Hours: 4:00 p.m.-12:30 am on a rotating schedule to include at least one weekend per month.

SUPERVISION: This position reports to the Director of Security.

ESSENTIAL JOB DUTIES:

- Oversees the training of all new security/answering service personnel.
- Coordinates with the Woonsocket Police Department on parking issues within the developments.
- Supervise and check on night security officers during tour of duty.
- Prepare weekly schedule for security personnel.
- Maintain, approve employees timecards in the ADP payroll system.
- Order uniforms; maintain uniform stock and equipment-issued records.
- Assist with maintaining of the following computer systems:
 - o Checkpoint Access
 - o Phone System
 - o Milestone

SECONDARY DUTIES:

- Patrol the high-rise building including periodic patrol of all floors, stairways, common areas, stairway doors, shop area and community rooms.
- Patrol parking area and outer perimeter of the building to check for illegally parked vehicles, persons loitering, and lighting and other hazards.
- Check entrances and exits during and prior to leaving shift; check entrances and exits from interior and exterior of building when possible.
- Monitor the lobby area as often as possible, not allowing access to anyone unless it is a resident, guest or delivery person; document if police or fire personnel enter the building.
- At the end of shift, complete a printed, detailed report of shift activities and any unusual noteworthy occurrence. Report must be completed at the end of each shift and left at building assigned.
- Immediately report to the police any incident that warrants such action; prepare a report detailing why such a call was made.

- Immediately report to the Authority any unlocked or unsecured doors that cannot be secured and/or conditions that are hazardous to the residents and guests.
- Answer phone(s).
 - Report emergencies.
 - Monitor cameras in the security office.
 - Maintain call log/work order log.
 - Answer two-way radio for nighttime security.
 - Sign out for nighttime lockouts.
 - Perform other reasonably related duties as assigned by immediate supervisor and other management as required.
 - Assist Security personnel with wellness checks.

PHYSICAL REQUIREMENTS:

The duties of the Assistant Director of Security are both office and field-based. This position requires manual dexterity sufficient to competently use office equipment such as a keyboard or video camera. The holder of this position will be required to patrol developments and/or dwelling units which would include the ability to traverse over a ¼ mile at a time and to use stairs.

QUALIFICATIONS & SKILLS:

- Be at least 21 years of age.
- Good oral and written communication skills.
- Pass a pre-employment physical examination.
- Pass a background screening that includes a criminal check, former employers and personal references.
- Possess a valid driver's license.
- Able to obtain a license to carry firearms for the City of Woonsocket
- No felony criminal convictions or convictions for crimes of moral turpitude
- Graduate of a municipal Police Academy or certified equivalent

EXPERIENCE & EDUCATION:

- High school diploma or GED.
- At least three years security officer and/or police experience.