

## **Job Description**

## **Ocean Riviera Condo Security Supervisor**

### **Position Summary:**

Provides management, direction, and leadership to ensure the building, grounds and beach areas are well supervised and operated in accordance with the Board of Director's objectives. Responsibilities include working with Manager, Board of Directors, Staff, and Residents, to ensure that procedures and protocols are properly implemented to detect, deter, observe and report behaviors/actions that are contrary to condo rules and guidelines. Excellent management & leadership skills, supervisory skills, customer service skills, including strong interpersonal relationship skills with residents, employees, guests, contractors and vendors are required.

### **Education/Experience/Certificates/Licenses/Skills Required:**

High School Graduate

3 years successful experience as a Security Supervisor

Possesses Class D Security Certificate

Excellent understanding of all aspects of public safety and security protocols including condominium security systems

Ability to recommend, successfully implement, and oversee security-related procedures

Excellent communication skills

Self-directed, observant, motivated and pays attention to detail

Possesses excellent telephone skills

Able to maintain accurate records

Possesses strong interpersonal relationship skills

Able to set high expectations for the security staff in a respectful environment

Demonstrates Honesty & Integrity

### **Position Duties & Responsibilities:**

Oversees and directs all phases of building and grounds security and responds to emergencies/incidents in a manner that not only conveys confidence in both the employees and unit owners, but also results in a minimum amount of inconvenience, injury to persons, or damage to equipment and property.

Schedules and supervises the security staff

Establish and ensure implementation of security-related procedures such as:

- Controlling access to the building and grounds,
- Documenting arrivals/departures of owners, tenants and guests,

- Establish schedules and routines for staff to ensure that rounds of the building, grounds and beach area are being conducted throughout the shifts
- Effectively monitor distribution and use of Key Fobs
- Monitor and distribute Parking Passes
- Instill in staff, the importance of remaining alert and vigilant
- Establish procedures to be followed in the event of various emergency situations
- Implement a system for documenting and reporting incidents/issues
- Implement periodic training for staff
- Implements procedure for checking in vendors/contractors

Effectively manages the adherence to rules and regulations.

Communicates effectively with residents and conducts self in a respectful and dignified manner at all times.

Takes pride and ownership in work responsibilities (as if it was your home).

Follows up and follows through with outstanding issues.

Responds to emergency situations calmly and effectively.

Any and all other duties as assigned by the Board of Directors

### **Physical Requirements:**

Able to walk building and grounds on a regular basis each day

### **Work Schedule:**

Typically 5 days/week

40-Hour work week with occasional overtime

### **Compensation & Benefits:**

Competitive salary and benefits commensurate with skills, experience and education