

POSITION: ASSISTANT GUARD SUPERVISOR

BASIC FUNCTION OF POSITION

Incumbent serves under the supervision of the Regional Security Officer as a senior guard, which provides protective services on a 24 hour basis for the facilities, residences, property and personnel of the Embassy and associated U.S. government agencies. Incumbent is responsible for supervising all subordinates (dispatchers, drivers and guards) at the Embassy, CMR, American Club, and American Center, and ensuring that they perform their functions as described in all applicable rules/regulations etc. Responsible for reporting (written/verbal) all security related incidents to the guard supervisor, review and make any entries in guard logs as required. Realign guard assignments as necessary, enforce all applicable rules, regs, orders, policies, procedures etc. pertaining to the guard force. As there is one guard supervisor and four assistants, the assistant is frequently the highest ranking person on duty and in charge of the LGF.

MAJOR DUTIES AND RESPONSIBILITIES

The Assistant Guard Supervisor supervises the activities of all guards under their charge, and is responsible for completing Employee Performance Reports for all 96 LGF subordinate to them. The Assistant Guard Supervisor ensures all guards follow the written guard orders, and is responsible for briefing guards on new policies/regulations as well as threat information that affects the Mission's security. Assistant Guard Supervisor is responsible for executing security response plans in the event of an emergency, and is responsible for coordinating incident response for Mobile Patrol during emergencies. The Assistant Guard Supervisor also provides protective services for the CDA. The Assistant Guard Supervisor is rated by the Guard Supervisor.

Supervise all inspectors, drivers, and guards to ensure adherence to all applicable rules, regs, orders, policies, procedures, guides, special directives/orders etc. **(60%)**

- Respond to routine matters and emergencies, incidents, complaints and assists superiors as directed. **(20%)**

- Prepares routine written reports and incident, infractions, violation reports etc. as required to include guard log entries. **(10%)**

- Realigns guard assignments as necessary **(5%)**

- Stand guard duty, and/or temporarily fill in for guard supervisor when necessary **(5%)**