

## **Position: Guard Supervisor**

### **BASIC FUNCTION OF POSITION**

Assist the Guard Force Commander with the management and supervision of the Local Guard Force to safeguard U.S. Government personnel and property. Operationally supervises eighteen to twenty guards during their shift. After hours serves as the Local Guard Force commander and primary point of contact for the Local Guard Force. Responsible for reporting all security related incidents to the Guard Force Commander and make any entries in guard log books as required. Assist the Guard Force Commander in developing a fair rotation and duty schedule for all Local Guard Force personnel.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Supervise all senior guards, drivers, and guards assigned to their shift to ensure adherence to all applicable rules, regulations, guard orders, policies, procedures, guides and special directives. (45%)
- Respond to routine security matters and emergencies, incidents, complaints and assists superiors as directed. 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. (25%)
- Prepares and submits employee performance reports for guards under their charge. (20%)
- Stand guard duty, and/or temporarily fill in for the Guard Force Commander when necessary. (10%)