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| Title: Arkansas Highway Police Security Supervisor | Effective Date: June 17, 2023 | Grade: IX | Job Category: Protective Services |
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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for overseeing security duties at the Central Office complex to enhance safety and security for Department employees and visitors and to coordinate efforts and supervise guards responsible for ensuring that Department property is protected against fire, theft and vandalism.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Schedule and supervise guards responsible for walking rounds and conducting visual security checks of buildings and grounds.
- Oversee efforts to monitor Central Office security camera video.
- Coordinate the monitoring of security systems for proper functionality and correct and/or report any malfunctions.
- Ensure guards greet visitors and issue visitor badges and employee day passes as required.
- Monitor mobile two-way radio and telephone.
- Provide training and mentoring to lesser experienced and new members on the team.
- Recruit and recommend qualified candidates for hire.
- Prepare written reports and communications as necessary.

MINIMUM REQUIREMENTS

Education and experience: Ability to read, write and accurately receive and forward emergency communications. Experience as a security guard or related field.

Knowledge, skills and abilities: Ability to work shifts. Ability to operate and verbally communicate using a mobile two-way radio. Ability to lead and train others. Ability to prepare written reports and communications.

Work conditions: Ability to perform assigned duties in all types of weather as well as other work conditions, e. g. noise, dust and fumes.

Licenses, registrations and certifications: Valid driver’s license. A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/ alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol Testing Program.

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.