

**LOUISVILLE METROPOLITAN SEWER DISTRICT
invites applications for the position of:**



**Safety & Security Supervisor - SLEO /
Grade 19**

SALARY: \$31.98 - \$49.56 Hourly
\$66,518.40 - \$103,084.80 Annually

OPENING DATE: 05/07/21

CLOSING DATE: 05/21/21 11:59 PM

JOB SUMMARY:

Develops, implements and supervises district-wide security operations at MSD. Oversees security staff in the daily administration of security procedures, policies, and protocols. Provides daily supervision of the security administrator, investigators, receptionist security officer, and supervises contract security guard staff and operations. Oversees Safety and Security involvement in activities related to investigations of theft, misconduct, equipment, and accidents. Plans and supervises security operations for MSD staff and assets. Coordinates Safety and Security staff's response to emergencies and alarms. Attends meetings with management to determine operational needs. Develops relationships with law enforcement officials, local industries, regulatory agencies, emergency response agencies and safety & security related professional organizations. Serves as a Special Law Enforcement Officer (SLEO) for the protection of MSD property. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Supervises the performance of security operations staff. Develops and implements security policies, procedures and protocols for MSD employees and assets. Plans, organizes, and supervises the operations and activities of the Safety and Security staff. Supervises staff investigations into vehicle accidents (including fatalities of unusual circumstances), malicious conduct, theft, equipment accidents and failures. Oversees the processes for medical screenings, CDL and DOT evaluations. Tracks and updates essential information and performs data entry into departmental and MSD-controlled databases. Supervises employee records checks and accident reporting processes. Oversees compliance with MSD drug and alcohol program. Ensures policy changes and employee adherence is properly recorded, applied and managed. Supervises the development and distribution of safety and security programs and materials. Coordinates staff activities related to MSD Vehicle Accident Review Committee (VARC) including interpreting and directing staff on guidelines and policies. Coordinates security for all board meetings. Administers on-call roster and staff assignments for Safety and Security staff. Oversees security staff preparedness and response during emergencies and disasters. Supervises work site inspections and Safety and Security involvement in employee misconduct complaints. Responds to management requests for assistance to address security issues or concerns. Oversees the content and preparation of various MSD regulatory, industrial, and statistical reports. Supervises department administration programs and processes including invoicing and approvals, maintaining case files, data management and record keeping. Ensures proper and accurate documentation of employee files, regulatory permits, safety and training related records. Provides technical support and coordinates staff training and development programs to include security surveillance, risk assessment, and investigatory techniques. Supervises the staff operations of security systems including CCTV surveillance systems,

automated security equipment/devices, auxiliary software programs and upgrades. Coordinates training for MSD commissioned Special Law Enforcement Officers (SLEO) and ensures all SLEO annual training, licensing and certification requirements are met. Ensures all firearms are inspected and properly maintained. Assists in the implementation and development of MSD active shooter policy and all safety related policies. Serves as liaison between MSD Special Law Enforcement Officers and local police and federal law enforcement agencies. Evaluates staff performance. Participates in hiring, discipline and termination processes. Monitors security conditions. Serves as liaison with external agencies, law enforcement officials, local government and interdepartmental agencies during emergencies and disaster situations. Assists in budget analysis and preparation. Performs various administrative duties and assists the director as required.

The Special Law Enforcement Officer (SLEO) duties include: The authorized carry of a concealed deadly weapon on or about their person as necessary for the protection of MSD property. Provides protection of MSD property from intrusion, entry, larceny, vandalism, abuse, intermeddling or trespass; prevention and suppression of criminal activity and disturbances, and apprehension for, any unlawful activity on MSD property; responds to intrusion alarm on MSD property. Responds to active shooter or other acts of violence that poses a harm or threat to MSD property. Responds to calls and reports of suspicious and/or criminal activity on MSD property. Possesses a limited duty of power to arrest pursuant to KRS 61.912; and authority to detain persons for criminal activity and/or violations that poses a harm and/or threat to MSD property. Duty to exercise authority consistent with statutory obligations (KRS 61.900-930) and comply with lawful orders.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:

Knowledge of MSD safety and security standards and safe work practices; knowledge of OSHA regulations; knowledge of MSD policies and procedures; knowledge of safety and security related local, state and federal regulations; knowledge of associated Kentucky Revised Statutes (state laws), including but not limited to the general provisions of Special Law Enforcement Officers (KRS 61.902-930); skill in performing investigations; skill in surveillance monitoring; skill in managing multiple priorities; skill in oral and written communication; skill in operating a PC and associated Windows environment software (e.g. Microsoft Office Suite); skill in conflict resolution; ability to enforce MSD rules, regulations, policies and procedures; ability to plan, organize and coordinate work effectively; ability to establish goals and priorities; ability to supervise a diverse workforce; ability to resolve problems; ability to exercise tact and diplomacy; ability to maintain accurate and confidential records/information; ability to exercise judgment and discretion; ability to be courteous and helpful under pressure; ability to work under adverse working conditions such as inclement weather; ability to work effectively under heavy, unpredictable surges in workload and deadline pressure; ability to work 24 hour emergency response, various shifts and weekends.

MINIMUM REQUIREMENTS:

Bachelor degree in criminal justice, security management or a related field; five or more years of related security/law enforcement experience; an equivalent combination of education and experience may be substituted. Must meet the requirements to receive a Special Law Enforcement Officer (SLEO) commission under KRS 61.900-930 and be currently commissioned as a SLEO in Kentucky in good standing. Must complete initial firearms training and maintain firearms qualification and commissioned status as a Special Law Enforcement Officer. Must possess a valid driver's license. Must have safe work and driving habits. Must be able to be on call 24 hours per day, 7 days per week.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.louisvillemsd.org>

Position #PA21-058
SAFETY & SECURITY SUPERVISOR - SLEO / GRADE 19
DH

700 W. Liberty Street
Louisville, KY 40203

hr@neogov.com

Safety & Security Supervisor - SLEO / Grade 19 Supplemental Questionnaire

- * 1. Do you have a Bachelor degree in criminal justice, security management or a related field?
☐ Yes ☐ No
- * 2. Do you have five or more years of related security/law enforcement experience?
☐ Yes ☐ No
- * 3. Are you able to respond to our 7th & Jefferson location within 45 minutes or less?
☐ Yes ☐ No
- * 4. Have you ever been a sworn Law Enforcement Officer? If so, how many years?
- * 5. How many years of investigative experience do you have?
- * 6. Have you ever taken a vehicle collision report?
☐ Yes ☐ No
- * 7. Do you have direct supervisory experience? If so, how many years?
- * Required Question