

PUBLIC SAFETY SUPERVISOR (part-time/variable hour)

SUMMARY: The MCCA Public Safety Supervisor will ensure that all officers under his / her supervision are provided with the training, equipment and information necessary to complete their job functions in an effective, efficient and safe manner.

ESSENTIAL DUTIES & RESPONSIBILITIES: The Authority's Public Safety Managers may designate various other activities. The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable.

Event Operations

- Assists with the Public Safety supervision of facility related Event(s) and will act as the Public Safety Liaison to Show Management as required by Public Safety Managers.

Supervision

- The primary duty and responsibility of the position is to manage Public Safety Officers. Requires the ability to maintain confidentiality, manage staff and exercising independent judgment and discretion with a minimum of supervision.
- Conducts roll calls in the manner prescribed by the Public Safety Department (PSD).
- Conducts inspections of assigned officers, ensuring officers are fit for duty; in proper uniform; their appearance meets the MCCA uniform and appearance standard; and their knowledge of their roles and responsibilities is clear and understood.
- Provides training to Public Safety officers utilizing an approved training plan and / or operational procedures.
- Reviews all subordinate's reports prior to submitting report documentation to a Public Safety Manager or Assistant Manager as directed.
- Assists with updating of standard operating procedures under the direction of a Public Safety Manager or Assistant Manager.

Safety / Security

- While supervising officers, patrol facility and serve as a general security presence and visible deterrent to crime and rule infractions.
- Watches for criminal acts or rule infractions which may be a threat to occupants of the facility, clients, employees and / or the facility itself; takes action to immediately correct and/or immediately report suspicious activity as required by the Public Safety Department.
- Properly reports and/or ensures that subordinate officers properly report all incidents, accidents, and/or medical emergencies.
- Responds to and acts as the Public Safety "On Scene Incident Commander" during all facility emergencies until a Public Safety Manager or responding Public Safety Agency (i.e. BPD, MSP, BFD) assumes incident command.
- Assists police, fire, EMS, and all other emergency service providers in the performance of their duties while responding to or on MCCA property.

- Responds to all facility alarm activations including but not limited to security, duress, fire and intrusion alarms.
- Operates the MCCA Public Safety Vehicle(s) as assigned by a Public Safety Manager or Assistant Manager.
- Assists MCCA employees, visitors, guests, contractors, and customers as requested and required.
- Conducts inspections of assigned officers, ensuring officers are fit for duty; in proper uniform; their appearance meets the MCCA uniform and appearance standard; and their knowledge of their roles and responsibilities is clear and understood.
- Provides training to Public Safety officers utilizing an approved training plan and / or operational procedures.
- Reviews all subordinate's reports prior to submitting report documentation to a Public Safety Manager or Assistant Manager as directed.
- Assists with updating of standard operating procedures under the direction of a Public Safety Manager or Assistant Manager.

SUPERVISORY RESPONSIBILITIES: Directly supervises Public Safety Officers on shift throughout the specific facility of duty. Provides leadership, supervision, and direction to Public Safety Department subordinate employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Evaluates rewards, incentivizes, and disciplines subordinate officers. Provides recommendations regarding promotion or discharge of Public Safety Officers.

EDUCATION/ EXPERIENCE: Associates and a minimum of two years' experience in police and/or security operations, with at least one of those years at the supervisory level demonstrating direct responsibility for an organization's public safety and security operations.

- Significant years of Public Safety related operations experience and training may substitute for the degree requirement.
- Demonstrated knowledge of security, property management, operations, law enforcement policies and investigative procedures are essential.
- Requires familiarity with electronic surveillance equipment; relational database management systems; fire suppression and detection systems; intrusion alarm systems; access control systems; and a working knowledge of state-of-the-art word processing and computer related analytical tools and databases, such as Microsoft Word, Excel and Access.
- Must possess a valid US Driver's License and be able to operate a motor vehicle in the State of Massachusetts.
- It is preferable that the incumbent be CPR and First Aid certified.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL CONDITIONS OF EMPLOYMENT: Candidates who have received a conditional offer of employment must satisfactorily pass a pre-employment screening for controlled substances and alcohol, criminal records review, back ground and reference check, and pre-employment physical. Employees will be subject to random, reasonable suspicion, and post-accident controlled substances and alcohol testing and to periodic review of criminal records as determined by MCCA.

WORK SCHEDULE: The work schedule of this position is a non-traditional work schedule and will fluctuate based on the needs of a particular event or project and the position requires the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays.

DRESS CODE: In order to project a professional image and the level of dignity and decorum that is required when serving the public, good grooming are expected of all employees. Employees will be supplied with and required to wear uniforms as determined by the MCCA.

To apply please visit:

https://workforcenow.adp.com/jobs/apply/posting.html?client=massconven&jobId=142973&lang=en_US&source=CC3