



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SECURITY OFFICER SUPERVISOR

JOB SUMMARY:

Responsible for supervising of security personnel involved in the containment of squatting on State Lands and any other security needs of the Land Settlement Agency (LSA).

REPORTS TO:

Manager, Containment Unit

SUPERVISION GIVEN TO:

Security Patrol Officers

DUTIES AND RESPONSIBILITIES:

- Assists in developing and implementing Containment strategies
- Prepares weekly and monthly reports on Containment activities
- Networks with other State Agencies and bodies that have jurisdiction over State Lands
- Schedules patrols for Security Personnel
- Coordinates activities for staff with respect to special assignments
- Supervises support staff and assists with the management of a fleet of vehicles
- Performs any other related duties as necessary

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Investigation
- Cadastral reading
- Global Positioning System (GPS) operations
- Geographical layout of Trinidad
- Security, Health and Safety policies and operations
- Act 25 of 1998
- Time Management
- Planning
- Security System and controls

SKILLS AND ABILITIES:

- Effective supervisory and motivation skills
- Investigation, communication and report writing skills
- To operate the Global Positioning System (GPS)
- Planning and to effectively implement operations policies and procedures
- Effective networking skills
- Defensive driving skills
- Fleet Management
- Conflict resolution

MINIMUM EXPERIENCE AND TRAINING

- Diploma/Certificate in Security Management from an approved Institution
- Five (5) CXC/GCE Levels (English Language and Mathematics included)
- Proficiency in Microsoft Office
- Valid Driver's Permit (Manual Transmission)
- Minimum of five (5) years' driving experience
- Minimum of five (5) years' experience in security and community related activities would be an asset
- Willingness to subject themselves to drug and lie detector testing on a regular basis
- Possession of a Police Certificate would be considered an asset