

## CITY OF GLENDALE

**TITLE: Utilities Security Superintendent CLASS CODE: 969**

**REPORTS TO: Utilities Director GRADE: 30**

**DEPARTMENT: Utilities FLSA: E**

**JOB DESCRIPTION DATE: February 16, 2007 cm**

### **JOB SUMMARY**

Plans, directs, coordinates, and supervises the security function for the water distribution system, wastewater collection system, water/wastewater treatment facilities, including central alarm monitoring station and security card access within all Utilities Department plants and facilities. Duties are performed with considerable independence under the general direction of the Utilities Director.

### **ESSENTIAL FUNCTIONS**

1. Develops and implements a 24/7 security oversight program, including inspection reports and corrective action tracking and follow-up and all policies, procedures and protocols necessary to operate a 24/7 Central Alarm Station that controls access and assesses security alarms at Utilities Department sites, including dispatching police response, as appropriate.
2. Manages and supervises personnel as well as budget expenditures for the security function for the Utilities department plants and facilities including planning, assigning, and evaluating the work of assigned personnel.
3. Develops and implements a testing and maintenance program for all the Utilities Department security hardware including electronic intrusion detection and assessment systems, and automated access control (card reader) systems.
4. Develops and implements the Utilities Department Emergency Response Program including preparation of the Emergency Response Plan and annual exercises with other city departments to ensure effective coordination exists to handle potential water contamination events.
5. Serves as department liaison to the city's Police, Fire and Homeland Security Departments; conducts regular briefings with police recruits and supervisors.
6. Evaluates the security design proposals submitted to the Utilities Department to ensure maximum benefit and cost-effectiveness for the City and recommends alternatives for management consideration, as appropriate.
7. Serves as a key Utilities Department representative to the City's Emergency Operations Center.
8. Develops and maintains a long-range security action plan, including staffing requirements and equipment needs.
9. Writes and coordinates emergency evacuation plans, administrative policies and procedures, security assessment reports, and budget requests.
10. Provides training on fire evacuation procedures, workplace violence, and other security related training.
11. Coordinates activities in association with security monitoring and police patrols.
12. Plans and coordinates preventative maintenance for badge access, security monitoring, and data storage systems and equipment.
13. Prepares time and material cost estimates on proposed security projects.
14. Develops system specifications, writes Requests for Proposals, assists in selecting vendors for alarm systems, and writes administrative procedures required to support operations.
15. Prepares status reports of projects and weekly activities and evaluates personnel performance.

### **SECONDARY FUNCTIONS**

16. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

Industry standards and improvements in security and audio/video monitoring activities including electronic intrusion detection (alarms), assessment (closed circuit television), automated access control (card key) systems and security lighting  
Methods of attack and defeat for physical security systems including those cited above  
Barrier systems (walls, fences, doors, locks, etc.) and the security related benefits and delay times associated with each type of system  
Locks and the inherent strengths and weaknesses of each type for specific security applications  
Two way radio communication and encryption technology  
Typical law enforcement response tactics and procedures  
Principles and practices of personnel management, supervision, safety, budgeting, and administration  
Awareness level of Weapons of Mass Destruction/Homeland Security critical infrastructure protection policies and requirements  
Chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards and recognition

### **Ability to:**

Make sound decisions and respond quickly in emergency situations  
Work with and coordinate emergency services personnel  
Perform a broad range of supervisory responsibilities over others  
Interpret customer needs and provide solutions while conforming to industry and City standards  
Communicate effectively both orally and in writing with employees, customers, clients, and the public  
Effectively brief all levels of management and staff on the necessity for security requirements  
Work cooperatively with others  
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar  
Operate a PC, including Microsoft Word and Excel  
Observe or monitor objects or work activity to determine compliance with operating or safety standards  
Work safely without presenting a direct threat to self or others

## **WORKING CONDITIONS**

Office setting. Occasional exposure to hazardous chemicals used in planet operations and some climbing and confined space entry to inspect operations.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in criminal justice or related field and five years experience overseeing the physical security services of large facilities, including two years of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.