

AUB

JOB DESCRIPTION

JOB TITLE: Shift Supervisor
DIVISION: Protection

DEPARTMENT:
SECTION:

1. **BASIC FUNCTION:**

Directs and supervises the activities of assigned Watchmen and Campus Policemen on shift. Includes controlling traffic and enforcing traffic regulations. Processes and issues identification cards to Campus visitors and staff in accordance with approved list.

2. **DUTIES PERFORMED:**

- a. Directs and participates in coordinating the activities of assigned Watchmen and Policemen during their assigned shift. Checks their attendance time keeping and carries out duties of lower level protection personnel as required.
- b. Reviews daily reports received from Watchmen and Campus policemen, analyzes cases reported and reports to supervisor all cases related to security and maintenance problems.
- c. Controls activities of Watchmen by inspecting daily their performance . Resolves any related problems in accordance with established rules and regulations.
- d. Coordinates with supervisor and prepares work schedules of assigned security personnel in accordance with leaves, holidays, sick leaves, etc. Ensures availability of the required number of personnel at all times.
- e. Acts as a uniformed Policeman in a roving capacity during his shift. Provides protection to campus personnel and university facilities against theft, attacks, damage, annoyance, etc. Includes maintaining order, as required, at gatherings, meetings, functions, etc. Assists gatemen at gates, controls traffic and enforces traffic and parking regulations, inspects fire protection equipment, etc.
- f. Supervises the proper execution of traffic and parking regulations and takes necessary corrective action as required.
- g. Performs other related duties as required such as replacing Assistant Chief of Protection during absence, training newly recruited staff, and acting as a team leader during riots, etc.

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3. **WORK CONTACTS:**

Daily contact with AUB faculty, students workers and visitors.

4. **INDEPENDENCE OF OPERATION:**

Reports to Assistant Chief of Protection.

Works according to well—defined procedures and clearly set Completed work is checked at a precedents and practices. subsequent stage in the work cycle.

5. **SUPERVISORY RESPONSIBILITY:**

Provides work directions to: 83 Watchmen 37 Campus policemen
Total 120 subordinates

6. **PHYSICAL EFFORT:**

Slight physical effort involving walking and standing 75% of the working time.

7. **WORK CONDITIONS:**

Normally exposed to prevailing weather conditions whilst performing his duties for approximately 75% of the working time.

8. **MINIMUM REQUIREMENTS:**

- a. Completion of Intermediate (9 years) education.
- b. 1 year experience as a security guard in a reputable firm.
- c. Fair knowledge of English. Knowledge of spoken French
- d. Private driving License.