

**JOB POSTING  
BRAYS ISLAND PLANTATION**

**TITLE: Security Supervisor**  
**Full-time- (Shift 2pm-10pm)**  
**DEPT: Security**  
**REPORTS TO: Director of Security**  
**EXEMPT STATUS: No**  
**SUPERVISES OTHERS: Yes**

**FUNCTION:** Serves as supervisor for security operations, assisting the Director of Security in planning and executing security functions. Ensures that programs and services are conducted and fulfilled in a manner consistent with the goals and objectives Brays Island Plantation.

Security Supervisor is a law enforcement supervisor for Brays Island Plantation. Individual is to conduct themselves in the highest professional yet courteous manner to all they are in contact with on a daily basis.

**DUTIES AND RESPONSIBILITIES:**

**1. Supervisor/Administrative Duties:**

- Responsible for the supervision of security officer staff to include scheduling, hiring, discipline, training and performance appraisal process.
- Develop and maintain programs that can help reduce Brays Island's losses and aid in creating procedures that secure the owners and employee property and safety.
- Investigate and monitor all initial security reports. Take corrective action to satisfy parties involved.
- Implement checks to ensure that all reports, logs and documentation have been properly completed.
- Provide accurate information to inquiries for directions, hours of operation, etc.
- Maintain ongoing relationship with local Municipal and Governmental law enforcement agencies, insurance carriers and other agencies.
- Escort guests and employees as required to parking lots.
- Develop thorough knowledge of State and Federal laws, as well as standard operating procedures.

**2. Gate Duties:**

- Enforce proper traffic controls for entering and exiting guests, visitors and contractors. Properly direct and if necessary, contact appropriate host for the visitors and guests.
- Promptly answer or direct all inquiries in a professional, courteous manner.
- Monitor and utilize the Plantation radio to ensure quick response by patrol officer, support personnel, and if necessary, emergency services.
- Maintain proper documentation regarding traffic and events, which occur during each shift. Proper documentation may require entries in several locations.

- Properly verify, document and if applicable, collect appropriate fees for specific passes and decals.

### **3. Patrol Duties:**

- Ensure constant and thorough visible inspections of all patrol areas including scheduled physical inspections of residences, plantation facilities and sensitive areas.
  - Set the example for and enforce the obedience of traffic laws.
  - Promptly respond to the scene of various incidents, which may range from minor incidents to fire and burglar alarms, etc.
  - Properly document routine inspections, abnormal finding and emergency response information.
  - Monitor and maintain radio contact with the gate officer regarding all pertinent occurrences and relay vital information for the proper response personnel and/or emergency services.
4. Other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

1. Capable of working extended hours, to include weekends and holidays as necessary.
2. Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
3. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities, to include the exchange and receipt of information over the telephone; listening with empathy, providing accurate information and legible documentation.
4. Position involves climbing, sitting, standing, stooping, kneeling, pushing, shoving, lifting, carrying and moving objects that can weigh up to 100 lbs. This movement can occur throughout the day. Must be able to transport oneself not only around the office, but also around the plantation.
5. This position will alternate between working indoors in a controlled climate and with proper lighting, to an outdoors setting with variable climate and lighting. Exposed to outside elements including rain, wind, cold, extreme heat and humidity.
6. Must possess the ability to physically subdue a combative individual.
7. Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills.

### **ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work on more than one assignment at a time with frequent interruptions, changes and delays. Must be able to remain focused and work effectively, efficiently, and cheerfully under such circumstances.
2. Must be able to work effectively and cheerfully in an environment which may be stressful due to adversarial situations resulting from the proper performance of duties.
3. The employee will be in the vicinity of site-specific vegetation and native species of

reptiles and mammals, subjecting the employee to possible injury from contact or bites. Proper footwear, headgear, and maintenance attire should be worn for protection.

**MINIMUM QUALIFICATIONS:**

Education: High school graduate or equivalent.

Knowledge: Prior knowledge of premise security operations preferred. Minimum 5 years in a security position of which 2-3 is at supervisory level. Former military or organized structure within law enforcement is preferred.

Skills: Ability to effectively deal with internal and external customers; some of whom will require high levels of patience, tact and diplomacy to diffuse anger, collect accurate information and resolve conflicts. Must demonstrate highly effective interpersonal skills, problem solving abilities and advanced communication skills. Must use a clear and concise speaking voice, listen with empathy, provide accurate information and document legibly all appropriate incident information.

Experience: Must have valid SC drivers license; able to obtain SLED license; able to use an automobile in adverse conditions; able to operate radar units, firearms, radios and other law enforcement related equipment; basic knowledge of first aid. Able to successfully complete SLED Level I course.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**