



PRUSIK USA[®] LLC

PRUSIK SECURITY GROUP

SPO-1 Lead Officer Job Description



Overview

The mission of Prusik Security Group is the protection of client personnel, facilities and information through the enforcement of Federal, State, and Municipal laws and Regulations, and client policies and procedures. The Security Protective Officer – 1 (SPO-1), Lead Officer (LO), is responsible for the overall direction, administration, and daily supervision of the security force. The SPO-1 LO is primarily responsible to perform protective service work such as guarding Government or privately owned or leased buildings and property, protecting equipment and material, and controlling access to buildings and property by employees and visitors. The SPO-1 LO will protect and prevent loss of materials or processes, which are important for national defense, public health or safety, or their value as property and/or national treasures. In addition to these protective functions, officers are responsible for effective representation of Prusik and the client, and communication with members of the public. For this reason, officers must possess excellent interpersonal and customer service skills.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Required to follow all company personnel and safety policies, and perform all assigned duties in a safe work manner.
- May be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays.
- Will be unarmed (no firearm), armed with a pistol (armed officer only), and will be required to exercise force up to and including deadly force; will only carry issued firearm while on-duty.
- Will carry out general and special orders for duty station/ post assigned.
- Will communicate via radio, telephone and orally according to policy, and general and special orders.
- Required to interact with public, customer, and company personnel.
- Will provide access control, and conduct walking and motorized security guard functions.
- Will be responsible for cleanliness of uniform and equipment assigned.
- Successfully complete all training and obtain all required permits, licenses, certifications and security clearances for the site; pass written test on trained subjects with a 75% or better.

Supervisory Responsibilities

- Responsible for providing guidance for other security protective officers on respective team
- Provides support and oversight to assigned duty station, and other areas so designated by the security supervisor.
- Supervises a safe workplace environment, ensuring safety is the highest priority.
- Performs other duties as required.

Qualifications

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.

Education and/or Experience

- Obtain State required training and license
- Age: Must be at least 18 years of age (unarmed), and 21 years of age (armed)
- Physical Condition: Must be in good health and physically fit
- Character: Must pass a background investigation and possess a valid driver's license
- Experience: Police, Military, or significant security experience preferred
- Education: Must have a high school diploma or equivalent

Certificates, Licenses, Registrations

- U. S. citizenship
- A valid state drivers license
- Must speak, read, write, and understand English.
- Honorable or General discharge/retired from the military (if applicable).

SPO-1 Job Description Cont'd

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or Federal, State, and Municipal regulations; Ability to write reports, business correspondence, and procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to apply basic computer skills (MS word, MS Outlook, Adobe Acrobat Reader, etc).

Mathematical Skills

Ability to apply arithmetic concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts and draw valid conclusions; and the ability to interpret basic supervision policies and procedures, and be capable of making decisions affecting security at the assigned site.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand; walk, use hand to finger, handle, or feel objects, tools, or controls; reach with hands & arms; and talk & hear. The employee may occasionally sit for prolonged periods of time at a desk, or table. The employee may stand for prolonged periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The employee may occasionally work in a temperature-controlled office environment. The employee will regularly stand duty at a gate control guard station. The employee will regularly be exposed to extreme heat or cold weather conditions, and unpredictable crisis situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits:

- Competitive salary
- Employee discount on qualifying and approved purchases of firearms and equipment.
- Annual leave based on length of employment, and time at duty station.
- Sick leave based on length of employment.
- Paid holidays
- Tuition assistance for qualifying education and training courses/ programs.
- Uniforms and equipment are furnished and replaced at no cost to the officer.

Prior to being considered, applicants must meet employment qualifications. Qualified applicants will then receive a personal interview. Those selected from the interview will be required to successfully complete a thorough clearance process to include: alcohol and drug test, polygraph examination(s), medical and psychological screenings, and a background investigation as a condition of employment. Once hired, employees will attend new-hire and other mandatory training.

Prusik USA is a premier Security Firm and we are committed to building and maintaining a work force as diverse as the nation we serve.

An equal opportunity employer and an alcohol and drug free work force.