



## **Savannah State University**

### **Position Description – Building Attendant Supervisor**

#### ***POSITION DESCRIPTION***

Position Title: Building Attendant Supervisor FLSA Status: Nonexempt

Reports to: Public Safety Lieutenant

Department: Public Safety

Date Prepared: June 2003

#### ***BASIC FUNCTION***

Works in a supervisory capacity over Building Attendants enforcing University Police Dept. rules and regulations to ensure the well being of the residents, property and campus community. Expectations are to retain dedicated, motivated attendant staff, strengthen existing procedures, assist in crime prevention, promote a safe, healthy workforce along with a safe and secure environment for the University community with continuous improvement.

#### ***NATURE & SCOPE***

This role functions as an “extra set of eyes and ears” for the public safety officers. While this incumbent works under immediate supervision following oral and written instructions, there are times when the ability to balance mild stress related issues is required.

In a team leader capacity, supervisory skills are necessary to direct nonexempt employees and creative work assignments.

The job requires a “people person” with a flexible nature in interacting with students and employees of the University.

Responsible for assignments, monitoring staff, schedules, commendations and disciplinary recommendations.

#### ***PRINCIPAL ACCOUNTABILITIES***

- Patrolling in and around residence halls.
- Observation of residents for irregular behavior.
- Preparation of discrepancy reports and follow-ups.
- Maintenance of monthly reports, schedules, correspondence memos.
- Providing courteous safety, escorts.

#### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

Requires four years of high school or GED equivalent as well as some knowledge of aspects of law enforcement and procedures. Basic computer skills.