



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 5526

SAFETY/SECURITY SUPERVISOR

GRADE J

SCOPE OF WORK:

Individuals in positions assigned this classification are responsible for the implementation and compliance of safety and loss prevention/control programs.

DUTIES PERFORMED:

- Supervise facility inspections for compliance with safety policy and other regulatory requirements.
- Investigate the potential for or instances of serious personal injury to ascertain cause; ensure necessary corrective actions are taken.
- Supervise safety/security staff in properly conducting loss prevention and security procedures.
- Investigate security incidents and initiate appropriate follow-up action.
- Assist in the development of safety, security, and loss prevention policies, programs, and procedures.
- Study facility safety and security concerns; assist in researching and developing solutions and prevention measures.
- Provide security and safety orientation to new staff and continuing education to all staff.
- Provide emergency response training by developing emergency training exercises.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires an associate degree in criminal justice, law enforcement, or occupational health and safety, and one year of experience in the fields of criminal justice, law enforcement, or occupational health and safety. Or five years of experience in any of the listed fields, one year in a supervisory role.

Eff. Date: 11/95

Rev: 04/99 – Correct Interpersonal Skills and Mental Challenge factor statements to coincide with class factoring; add law enforcement to minimum qualifications

Rev: 07/12 – Conversion to Hay System