Guard Sergeant

Job Code 00007177

**General Description**
Responsible for scheduling and supervising guards and student workers.

**Examples of Duties**
Provide primary supervision for guards as assigned.
Schedule personnel, maintain time sheets, and coordinate duties and assignments.
Monitor and evaluate performance.
Monitor the maintenance of assigned equipment, vehicles, and facilities.
Conduct daily inspections, check stock supplies, order supplies and ensure the safe operation of equipment.
Participate in functions such as and answering calls, handling complaints, boot/tow reports.
Assist with departmental strategic plan.
Propose methods for improved procedures and service.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** University parking policies and procedures.
**Skill in:** Establishing rapport with the University community; working as a team member on job tasks; interacting with hostile contacts; negotiating with persons with opposing views; explaining parking regulations and policies and procedures; reconstructing events from oral interviews.
**Ability to:** Interpret and apply documents; review and correct case reports; understand policy and procedure manuals and written job instructions; prepare case reports and documents; perform basic math.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

Revised 09/20/2012