



Programs of the Western Pennsylvania School for the Deaf

POSITION TITLE:

Lieutenant/Security Supervisor – 7:00 AM – 3:30 PM M-F

REPORTS TO:

Director of SSDHHC

LOCATION:

537 Venard Road
Clarks Summit, PA 18411

POSITION OPENING:

ASAP

JOB

DESCRIPTION:

This is a full-time, non-exempt position. Responsibilities include scheduling and supervising security staff. Responds to security calls when necessary. Works to ensure Act 55 compliance. Schedules and carries out safety committee meetings and initiatives. schedules and conducts routine safety protocols and procedures including fire drills, lockdown drills, etc. Works with vendors related to Safety and Security. Patrols the campus and assures traffic safety and parking compliance. Provides assistance to employees and visitors who do business with the School. Prevents incidents by checking trouble spots and taking care of the elements which contribute to an accident. Services the campus radio system. Programs the Datex System and monitors the rounds of other officers. Assists in maintaining key system and records and provides keys per approved request. Administers driver's test and reviews safety procedures and equipment for employees. Maintains departmental records.

MINIMUM

QUALIFICATIONS:

High school/GED with Security experience. Bachelor's degree preferred. A valid PA Driver's License required.

SIGNING REQUIREMENTS:

The Sign Language Proficiency Interview for the position is "Survival." The minimum level accepted at hire is "No Functional Skills."

CLEARANCES REQUIRED:

PA Criminal Background, PA Child Abuse, and FBI Clearance required.

APPLICATION

PROCEDURE:

Send letter of application and resume to:

Lauren Novick
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
lhayes@wpsd.org

It is the policy of the Western Pennsylvania School for the Deaf not to discriminate in its programs, education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, gender identification or sexual orientation. Any complaints of discrimination should be directed to the Director of Human Resources.

