

**THE  
SANTA FE  
OPERA**



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**SITE SECURITY SUPERVISOR (7 TO 11 SHIFT) - Job Description**

**Updated & Reissued March 2022**

The Security Supervisor creates weekly work schedules for all night watchmen. The Supervisor is responsible for being familiar with all activities and policies of the Opera. The Opera depends on round the clock security. It is essential that all shifts are covered.

Note: This Supervisor is scheduled for Monday through Friday, from 7 to 11. Other night and weekend shifts are under the supervision of this individual.

The Supervisor will provide instruction regarding emergency procedures. These procedures will include notification of the appropriate authorities (police and fire), as well as the appropriate Opera personnel, and the security guard at the entrance to The Casas de San Juan.

**Oversight:**

- Schedule employees and assure that they are informed of their shifts.
- React quickly and appropriately in any emergency. Prepare staff for same.
- Cover and/or schedule for requests for time off, including short notice or emergency notices.
- Be aware of and knowledgeable about the gates and perimeters of the property. Keep guards informed of such issues.
- Occasional use of snowplow, and training of other guards for preparation when snow occurs during the shift.
- Recognize situation that may occur with individual who are on property and who are not Company members. Educate staff on how to relate to various types of visitors.

The Security Supervisor is also responsible for scheduling drivers who will perform pickup from regional airports or occasionally other locations.

Other duties may be required that are not specifically included in this list, as instructed by supervisors or requested by senior managers on duty.

**Skills:**

Familiarity with Microsoft Office for scheduling and e-mail correspondence

Fluency in English, ability to communicate with other employees, dispatch or other required contacts.

**Licenses:**

Requires possession of a valid motor vehicle operator's license. A review of the driving record will be performed.

**Physical Standards:**

Must be able to walk premises, climb stairs, use 2-way radio, and respond to phone calls.

*This job description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included and these are the essential job functions. Employees will be required to perform any other job-related duties assigned by their supervisor. All requirements are subject to possible modification to reasonable accommodate individuals with disabilities.*