

Security Supervisor

The Security Supervisor must coordinate the activities of the security guards and ensure compliance of the school's safety and security plans and regulations, supervising and evaluating the activities of the people at his charge, in order to guarantee the safety and security of the members of the community and the school's facilities

Education and Certification Requirements:

- Technical studies or Bachelor's degree in Safety and Security
- Preferred: Bilingual, English and Spanish

Qualification and Previous Experience Required:

- Two years experience in a similar area
- Knowledgeable in and able to handle fire, assault and theft alarms
- Knowledgeable in self defense techniques
- Computer savvy, and knowledgeable in the use of Microsoft Office software
- Knowledgeable in the use of CCTV systems

Duties and Responsibilities:

- Be responsible for monitoring and following up on all the activities in the school's facilities, Monitor the systems of the facilities, program events and schedules, control of the school's lighting service, deliver reports with consumption per area
- Report anomalies in the systems and structures for a timely corrective action
- Knowledgeable of building management systems (automation of equipment and critical systems, Andover, Metasys or similar), air conditioning, electricity, backup equipment, alarm systems, firefighting equipment and elevators
- Ensure the optimal functioning of the automated systems
- Monitor/control automation systems of the building overseeing the correct operation of the critical equipment therein



**The American
School Foundation®**

Educating global citizens for a changing world

- Support in the maintenance activity of the aforementioned equipment
- Support in civil protection activities
- Make journals and status/incidence reports of the intelligent systems
- Any other activity the area may require
- Activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.

Supervises:

No one.

Evaluation:

Reports to and is evaluated by: Maintenance and Logistics Coordinator. Shall be evaluated annually in accordance with policies and procedures established by the school.

Application Procedure: Interested and qualified candidates must fill in the on-line application form (<http://solutions.asf.edu.mx/application/>) and attach (1) *résumé*, (2) cover letter that includes professional philosophy and copy of official transcripts/teaching credentials/ degree. All documents will be submitted automatically to our Human Capital database. *If you are an ASF employee* please send your resume and cover letter that includes educational philosophy to hc@asf.edu.mx

The American School Foundation, A.C.

Bondoquito 215. Col. Las Américas. México D.F. 01120.

Phone: (5255) 5227-4900 / Fax: (5255) 5273-4357

www.asf.edu.mx