



Assistant Chief Life Safety & Security

Reports to: Director, Life Safety & Security

FLSA Status: Exempt

Position Summary: The Assistant Chief of Security supports the Director of Security in the overall management, coordination, and supervision of security operations to ensure the safety and protection of personnel, property, and assets. This position assists in developing, implementing, and enforcing security policies, procedures, and programs while ensuring compliance with organizational standards and applicable regulations.

This is a highly confidential position, and absolute care must be exercised in not disseminating any information to anyone without the written permission of Chief Operating Officer or Chief Executive Officer.

Essential Duties and Responsibilities:

- Assist the Director in managing the day-to-day operations of security functions.
- Assume command of the security division and responsibility for all departmental functions in the Director's absence.
- Coordinates activities of Lieutenants, Sergeant, Corporal and Officers.
- Responsible for the proper performance of functions for each security unit.
- Ensures that members assigned to the Public Building Authority (PBA) security team follow all rules and regulations in accordance with the Security and Life Safety General Orders.
- Ensure members assigned to PBA security are appropriately supervised, trained, and equipped to perform their duties.
- Supervises patrols of buildings, garages, city parks, and other PBA-managed properties.
- Ensure patrols are conducted effectively in buildings, streets, parks, and garages on PBA-managed properties to ensure that no safety or security concerns are present.
- Assist the Director of Security & Life Safety with designing and implementing security policies, procedures, and protocols to mitigate risks and maintain a secure environment.
- Provide leadership and guidance to the security team, fostering a culture of collaboration, accountability, and continuous improvement.
- Make recommendations and report any concerns, observations, and trends to the Director of Security and Life Safety and/or appropriate PBA staff member(s).
- Establish and maintain strong relationships with external stakeholders, such as City and County representatives, law enforcement agencies, emergency management personnel, and members of the public.
- Represent the PBA in meetings and judicial proceedings with tact, discretion, and diplomacy.
- Perform additional duties and assignments as required or directed by supervisor.
- Maintain regular, punctual and predictable attendance.

Minimum Qualifications:

- Bachelor's degree in law enforcement, Criminal Justice or similar field from an accredited university.
- Minimum ten years of law enforcement, fire, or emergency management experience.
- Excellent written and verbal communication skills.
- Demonstrated ability to lead and manage a diverse team effectively.
- Ability to pass a comprehensive background check and obtain all necessary security clearances.
- Must have a current Tennessee driver license.

Ability to:

Must be physically able to sit, walk, or stand for extended periods on a regular basis. Regularly traverse uneven terrain, inclines, grassy areas, wooded areas, and outdoor recreational facilities in varying weather conditions. Occasionally climb stairs, ramps, and ladders and navigate confined spaces when inspecting park facilities and restrooms. Frequently bend, stoop, kneel, crouch, reach, and twist while conducting inspections and documenting conditions. Operate motor vehicles, radios, mobile devices, flashlights, and other equipment required for patrol and security functions. Maintain the visual acuity necessary to observe activities, identify hazards, read signs and reports, and inspect facilities. Maintain the auditory ability necessary to communicate effectively in person, by radio, and by telephone and to detect alarms, warnings, and unusual noises. Respond to emergency situations that may require rapid movement, prolonged standing, walking long distances, or other physically demanding activities. Must be able to use body members to work, move or carry objects or materials weighing up to 50 Lbs. pounds. Work is done outdoors with exposure to elements. All candidates must successfully pass a pre-employment drug screen and pre-employment physical prior to final job offer.

This description is not intended to be all-inclusive; an employee will also perform other reasonably related responsibilities as assigned by management. The organization reserves the right to revise or change responsibilities and also to change the description or working schedules, where appropriate and reasonable, to accommodate individuals with disabilities. This description does not constitute a written or implied contract of employment.

I have reviewed the above job description and certify that I am capable of meeting the requirements and fulfilling the responsibilities contained in the description.

Signature

Date