

**Level of Performance  
Contract Security Guard Force**

Supervisor:

1. The Contractor shall provide a full time, twenty-four hour per day armed, trained security officer at the Union Center Plaza Building located at 830 1<sup>st</sup> Street, NE, Washington, D.C. 20202.
2. The day shift supervisor shall be the senior supervisor and contact's point of on-site contact.
3. The supervisor position will report to the manager responsible for the site security function.
4. This is armed position. All appropriate training and clearances are required.
5. The individual(s) performing this function shall assist in all operational and administrative functions including but not limited to the following:
  - a. Assure appropriated staffing and each post is ready to provide service on time with qualified and trained security guards.
  - b. Will be cross trained in X-Ray, magnetometer, control room, rover, identification badge and key control functions and be prepared to fill in on any vacant position.
  - c. Will perform a daily test at the beginning of the shift of all applicable equipment and tools including the walk through and hand held magnetometer.
  - d. On a daily basis, verify all government and vendor provided property including security equipment, operational security keys and other inventory is accounted for and in good working order. Report any deviation.
  - e. Maintain timely and accurate records of day-to-day operations, scheduling and all operations reports.
  - f. Make and issue Identification Badges in accordance with guidelines.
  - g. Contact the locksmith, issues and receive keys & change lock cores as directed to help assure security continuity.
  - h. Prepare guard performance evaluations.
  - i. Prepare written reports and review reports completed by guards to assure accurate and timely submissions.
  - j. Record attendance and submit time logs to the Security Director and Contractor.
  - k. Respond to any and all alarms and request for security assistance.
  - l. Responsible for actions and appearance of guards.
  - m. Train replacement and temporary guards.
  - n. Assist with loss prevention and security awareness training.
  - o. Update security guard operating guidelines and procedures as changes occur.
6. Education: High School Diploma or GED.
7. Experience: At least two years of recent experience (within the past five years) as a supervisor, senior or lead security guard in a facility comparable in size to the SFA Headquarters Building.
8. References: The contractor shall provide the SFA Security Director with evidence of compliance with GSA Security Contract requirements prior to assignment of the supervisor of first security guard.