



## Upper Occoquan Service Authority

### Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | [good.jobs@uosa.org](mailto:good.jobs@uosa.org)

### **SECURITY SPECIALIST (PART-TIME)**

Regulatory Affairs Division

(Internal ID:1315)

**Hourly Rate:** \$35.00-\$45.00 (DOE)

**20 hours per week**

**Close:** Open Until Filled

#### **ABOUT THE ORGANIZATION:**

The Upper Occoquan Service Authority (UOSA) is a regional water reclamation plant serving four jurisdictions (Fairfax County, Prince William County, City of Manassas and City of Manassas Park).

#### **GENERAL STATEMENT OF DUTIES:**

The **Security Specialist (Part-time)** develops, executes, coordinates, monitors, reviews and evaluates security function for UOSA to provide a secure environment for UOSA personnel, equipment, facilities and grounds. Manages and maintains access control and video surveillance systems. Expectations are for a part-time regular schedule of 20-hours per week with approval-based variability. There is also the expectation of general and as needed infrequent "on-call" availability. However, it is understood that the Security Officer will not always be available for an "on-call" situation. Performs other related duties as assigned. Reports to the Regulatory Affairs Director.

#### **DISTINGUISHING FEATURES OF CLASS:**

The **Security Specialist (Part-time)** provides for physical security of UOSA personnel, real estate, and equipment; may work irregular or on-call hours as needed; investigates unusual conditions or disturbances; assists with accident/incident investigations; performs security related inspections such as camera systems, buildings, and grounds. Participates in the identification, analysis, and removal of potential security risks, takes corrective action, and makes recommendations for improvement. Manages and maintains access control and video surveillance systems. Works under the general direction of the Regulatory Affairs Director. Leads the UOSA Security Team and supports all aspects of Team operations. Work together with the Security Officer and attempts to plan working schedules to always provide maximum coverage of a Security professional on site during normal work hours of Monday through Friday 8 am to 5 pm. Occasional night and weekend presence may also be needed as situations arise.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Incumbent must possess ability to develop regulations and procedures regarding security requirements; ability to establish effective working relations with UOSA employees and the general public; ability to communicate both orally and in writing; knowledge of industrial security practices and procedures. Must be able to handle physical requirements of position to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting, and carrying 50 pounds. Should possess general knowledge of personal computers and their general use in monitoring and recording all aspects of security program administration; must have knowledge of local, state, and federal laws pertaining to security and knowledge of arrest and prosecution procedures.

#### **ACCEPTABLE EDUCATION, TRAINING AND EXPERIENCE:**

Completion of high school education or GED required. Ten plus years of experience in Criminal Justice or a related field is preferred. Demonstrated knowledge of Microsoft Office applications (Word, Excel, and PowerPoint) is mandatory. Demonstrated experience managing an Integrated Security System is highly desirable.



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#### **ADDITIONAL REQUIREMENTS:**

Possession of a valid Commonwealth of Virginia vehicle operator's license is required. Under Commonwealth of Virginia law, must be able to meet the background, character, and training requirements for possible appointment as **Special Conservator of the Peace** that allows the individual to possess a firearm, which is a requirement. Certification in First Aid/CPR is also required.

*The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at [good.jobs@uosa.org](mailto:good.jobs@uosa.org).*

**All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.**

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: [Uosa.org/Careers](http://Uosa.org/Careers) > **Candidate Profile**.

Once logged into your profile, click on **Find Jobs** in the upper left hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.