



# WHITE OAK CONSERVATION

**Job Title:** Security Lead Officer

**Department:** Security

**Reports To:** Head of Security

**FLSA Status:** Non-Exempt; Full time

**Last Revised:** November 2021

White Oak conserves and sustains some of the earth's rarest species through sustainable conservation breeding, education, and responsible land stewardship. The conservation programs span 700 acres along the St. Mary's River in northeast Florida, surrounded by 17,000 acres of mixed forest and wetlands that make up the beautiful White Oak property. White Oak serves as a premier hub offering adults and students the opportunity to experience wildlife conservation first-hand through professional training programs and immersive conservation experiences.

## **White Oak Mission**

Save endangered wildlife and habitats through sustainable conservation breeding, education, and responsible land stewardship.

## **Position Purpose**

Responsible for the safety and security of White Oak's owners, guests, staff, collection, and property.

## **Responsibilities and Tasks**

The essential duties and responsibilities of this position include the following. Other duties may be assigned, and some duties may be shared with other personnel, or may not be assigned at all.

- Enforce all company policies and procedures and report all violations to Head of Security.
- Acts as a Dispatcher during emergency situations, and coordinates solutions to same; informs outside agencies of any unusual or suspicious situations on property.
- Generates necessary written reports regarding security-related incidents involving guests, associate and/or the facility.
- Maintains a working knowledge of White Oak's facilities, as well as special events on property, to inform guests and staff of same, whenever possible.
- Assist Head of Security in monitoring control of department assets, such as fire safety building, fire truck, rover truck, and ensure they are properly maintained.
- Safety: Assist the Head of Security in conducting property safety inspections relating to hazards and OSHA standards. Coordinate fire safety related inspections including alarm systems, fire extinguishers and hood suppression systems.
- Inventory and maintain hurricane panels for security and Human Resources.
- Assist Head of Security in maintaining HAZMAT control, inventory, inspections, and reporting.
- Work and/or ensure efficient Front Gate operations, always including proper communications with the rover and monitoring of the base station radio.
- When working the Front Gate, provide access control, monitor alarm systems, and provide coordination for emergency response/casualty control when necessary.
- When working at the Front Gate, monitor CCTV of back gate and operate gate remotely as required.
- Coordinate and manage communications with Guest Relations and other departments to ensure guests' needs are met.
- Maintain inventory and control of property keys and assigned equipment.
- Performs as a Roving/Mobile Patrol Officer to include security visibility, building and other property checks/observations, escorting guests, vendors and emergency vehicles, conducting investigations relating to accidents, suspicious or illegal activities.
- As a Rover/Mobile Patrol Officer - Responds to emergency situations and acts accordingly as directed by emergency protocols for Security.

- Data entry for departmental logs and incident reports, monitor email, guest relations calendar, arrival/departure schedules and Internet to maintain updated information as needed.
- Ensure that weather and traffic conditions are monitored, and any severe weather warnings are announced to all personnel.
- May perform as an airport driver, shuttle driver if needed.
- Participate on White Oak's Safety committee.
- Ensure safe and engaging experience for WO owners and guests.
- Provide accurate and timely progress reports for related areas of responsibility.
- Perform other duties that are not specifically identified above, but are required to provide a safe, clean, healthy and enjoyable environment WO owners and guests.

### **Supervisory Responsibilities**

- Directly supervises all Security officers. Fulfills supervisory responsibilities in accordance with White Oak policies, and all applicable state and federal laws.
- Supervisory responsibilities include training new employees; planning, assigning, and directing work; appraising, assisting with the documentation and evaluation of officer work performance; recognizing and commending good work performance; disciplining employees; addressing complaints, and resolving personnel issues.

### **Preferred Qualification Requirements**

- Three years of experience in a Security environment, which may include security or law enforcement education.
- Two years supervisory experience.
- Advanced computer software skills required, including Microsoft Excel.
- Adequate knowledge of personalized services, principles and processes.
- Excellent problem resolution skills along with outstanding communication and active listening skills.
- Excellent guest and employee relations skills.
- Highly responsible and dependable with a professional presentation

### **Special Working Conditions**

Must be able to work all assigned shifts (days and nights as assigned.) A night shift differential added to hourly wage.

Must be able to work weekends, and holidays.

Must be able to lift to 50 pounds regularly.

Valid driver's license required.

Shifts are twelve (12) hours in length.

### **To Apply:**

Please submit as an email attachment in **ONE** document: cover letter and resume/CV to [careers@white-oak.org](mailto:careers@white-oak.org) and the file name: YOURLASTNAME\_LeadSecurity\_2021. Only electronic submissions as a .doc, .docx, or .pdf formats will be considered. Applicants will be considered until the appropriate candidate has been identified.

***White Oak Conservation is committed to creating an environment where diverse perspectives are welcome, and to nurturing a culture where everyone feels valued and appreciated. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.***