

Site Managers/Security Managers Job Description

Site Managers/Security Managers work in all company settings and maintain the safety of our clients and employees while also protecting the companies from theft, vandalism or other crimes. Site Managers/Security Managers create and implement safety and security policies, train staff, review incident reports and evaluate safety and security risks.

The U.S. Bureau of Labor Statistics provides job outlook information about security guards and predicts a 5 percent employment growth rate for this profession. The continued concern over terrorism and the protection of employees and property are major factors impacting this prediction.

Security Manager Duties and Responsibilities

To fulfill their obligations to ensure the safety and security of corporations and retail stores, Site Managers/Security Managers must complete several tasks. We have reviewed several job listings and other resources and found the following among the core Security Manager duties and responsibilities.

Develop Safety and Security Policies

It is up to the Security Manager to create and implement safety and security policies and programs within a company. The Security Manager will create safety manuals and training materials to ensure that employees are knowledgeable about the policies. He or she will also ensure that all security personnel are trained in these policies.

Coordinate Safety Activities

Site Managers/Security Managers are responsible for ensuring that all employees are trained in how to respond in emergency and crisis situations. To that end, Site Managers/Security Managers will conduct training sessions and run drills so that employees know what to do in case of fire, tornadoes or other emergencies. Site Managers/Security Managers might create and oversee the activities of a safety committee.

Assess Physical Security and Safety Risks

As part of their job responsibilities, Site Managers/Security Managers attempt to minimize or eliminate safety and security mishaps by assessing risks and developing programs and plans to address these issues. They will review work habits and environments and make sure that methods and materials are complying with federal, state and local safety standards.

Security Manager Skills

Effective Site Managers/Security Managers should possess strong organizational, analytical and problem-solving skills. They should be strong leaders and team players who can also work independently as needed. Highly developed written and verbal communication skills are essential, as Site Managers/Security Managers must convey policies and plans to staff and employees. In addition to these general skills, a Security Manager could be expected by potential employers to possess the following skills.

Core skills:

Integrating safety and security policies with business operations

Evaluating safety and security plans for effectiveness

Building and managing emergency response teams

Conducting risk audits and assessments

Overseeing security investigations and Security Guards.

