

## Job Announcement

**Position:** Security Manager  
**Division:** Water Production  
**Rate:** To be determined

**FLSA:** Exempt  
**Posted:** March 04, 2021  
**Application Deadline:** Posted until filled

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### Summary:

The Pittsburgh Water and Sewer Authority is seeking a candidate for the position of Security Manager. They will oversee the security of all the Authority's facilities including, but not limited to the downtown office, water treatment plant, warehouse, pump stations, reservoirs, and field locations. This position reports to the Senior Manager of Safety and Security.

### Duties:

- Implement security policies, procedures, and regulations to ensure security and safety of all sites, employees, contractors, vendors, and visitors.
- Ensure the overall security of public drinking water produced at PWSA.
- Collect and analyze security data and assessments to determine the security needs of the authority.
- Conduct physical assessments of sites and systems to determine security needs.
- Train security professionals and other employees in security processes and procedures.
- Develop and implement budgets for the security of the entire system.
- Investigate and assess any security threats or breaches.
- Assist in emergency management and disaster planning.
- Coordinate security efforts with public law enforcement, fire, EMS, and other agencies.
- Ensure viability of security equipment such as cameras, lighting, fencing, and gating.
- Report on security measurables.
- Manage the Authority's security guard force including, but not limited to proper staffing, scheduling, training, SOP implementation, and shift coverage as necessary.
- Other duties as assigned.

### Background:

- Must have a bachelor's degree in Criminal Justice, Criminology, or Psychology; Act 120 certification is preferred. A background in law enforcement or Armed Forces is also preferred. CPR/First Aid certification is required.
- Must have five (5) years of experience working in the security field. Previous management experience is required.
- Considerable knowledge of large-scale security policies and procedures.
- Working knowledge of security best practices and local law.
- Proven management and leadership skills.
- Ability to write procedures, reports, budgets, and plans.
- Technical knowledge including access control systems, surveillance systems and Microsoft Office.
- Sound judgement, decision making, and problem-solving skills.
- Ability to work with employees, contractors, and vendors at all levels.

### General Requirements:

Applicant must have permanent residency in the City of Pittsburgh at time of appointment and remain a permanent resident throughout employment with the PWSA. Verification of City residence is required at time of filing application. Applicant must present a current, valid Class C (Class 1) PA Motor Vehicle Operator's License at the time of application or prior to appointment. A valid driver's license must be maintained throughout employment.

A performance or written exam as well as a medical exam may be required prior to appointment.

### Physical Demands and Working Conditions:

- The employee will be required to complete routine office work in a standard office setting.
- May perform physical work outdoors in extreme weather.
- Availability to work all three shifts, weekends, and holidays.

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- Ability to operate a pick-up truck and related equipment.
  - Ability to work in confined spaces.
  - Exhibit full range of motion to complete tasks like climbing, balancing, kneeling, or grasping.
  - Ability to utilize senses to see, hear, and talk.
  - Ability to perform heavy work including lift and carry up to 100 pounds.
  - Ability to work in loud conditions with vibrations, traffic, mechanical, chemical, fire, and explosive risks.
  - Ability to work with respirator around odors, dusts, fumes, mists, poor ventilation, and gases.
  - Travel between 50 and 75 percent.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

### **Applications:**

Application forms are available online at [www.pgh2o.com/about-us/careers](http://www.pgh2o.com/about-us/careers) or in the Human Resources Department at 1200 Penn Avenue. Submit application, resume, and cover letter to [HR@pgh2o.com](mailto:HR@pgh2o.com), by fax at 412-393-0513, or by mail at the following address:

Pittsburgh Water and Sewer Authority  
ATTN: Human Resources  
1200 Penn Avenue  
Pittsburgh, PA 15222

If you have any questions, please contact us at 412-255-8800.

*You may be considered for other available positions based on qualifications provided on your employment application.*

### **An Equal Opportunity Employer**

*The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.*