



The Rhode Island Public Transit Authority (RIPTA) is recruiting ***internally and externally*** for one or more positions of ***Security Specialist***. This is a Non-Represented position.

- Position Title:** SECURITY SPECIALIST
- Posting Period:** February 16, 2021 through March 5, 2021
- Salary:** \$68, 329.56 to \$85,411.95 Annum
- Reports To:** Chief of Security
- Union Affiliation:** This is a Non-Represented Position

Position Summary:

The Security Specialist shall report directly to Chief of Security and be responsible for maintaining standards of conduct as may be established by RIPTA. The Security Specialist shall be responsible for the investigation and elimination of corrupt or other criminal activity, conflicts of interest, unethical conduct, misconduct and incompetence within the Rhode Island Public Transit Authority (“RIPTA”) and/or within the unit so designated to oversee; shall conduct employee training regarding their affirmative responsibility to report the aforementioned activities; shall issue Policy and Procedure Recommendations to the Chief of Security that will enhance the efficiency of RIPTA operations, to include an emphasis on the protection of the health and safety of RIPTA employees, riders and the public; shall receive complaints and information from RIPTA employees and the public as well as persons dealing with RIPTA and take appropriate action with respect to such complaints; shall act as liaison with federal, state and local law enforcement and regulatory agencies concerning all matters within the scope of the job description; and will perform additional duties as directed by the Chief of Security in furtherance of RIPTA's mission.

Essential Duties and Responsibilities:

This position will be responsible for the oversight, monitoring and compliance of operational systems securing RIPTA property and facilities. In addition, this position will work closely with RIPTA Street Supervision to ensure efficient operations, productivity, monitoring and compliance to policy and process relating to the delivery of safe and reliable transit service.

- Maintain the safety and security of RIPTA property and facilities located at 705, 750 Elmwood Avenue, 265, 269, 325 Melrose Street, Kennedy Plaza and Newport Facility;
- Provide daily supervision and training for all Street Supervisors and other RIPTA designated employees. To be responsible for managing, organizing, coordinating, reviewing and directing operations staff assigned to street supervision;
- Ensure that all security gates located on RIPTA properties remain secure and functional;
- Monitor and provide access at all of the security gates to visitors of the RIPTA properties;
- Monitor and maintain all secure access areas on a daily basis to provide a safe and secure working environment for all RIPTA employees;
- Maintain control and accountability for all visitors and guests that visit RIPTA owned properties. Additionally, the Security Specialist will establish a visitor’s badge policy and train required personnel to ensure the policy is being adhered to;
- The Security Specialist will have sole responsibility of the camera system that monitors all of the secure areas. Maintain that the system is functional and capable for recording purposes. This is to include the monitoring of the ATMS and the location of RIPTA buses on the system;
- To train the Street Supervisors in the area of grounds security for all of the RIPTA owned properties;
- To train Street Supervisors that work in dispatch in the daily operations of the dispatch system. This will include proper radio communication skills, monitoring and recording the camera system on the para transit and fixed routes, opening and closing gates on the property and report writing;
- Work with the Chief Legal Counsel on a policy to determine a practice on how video requests are copied and disseminated to law enforcement and other requesting agencies;
- Performs other related duties as assigned by the Chief of Security.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Basic Knowledge:

- Extensive knowledge of the principles and practices of police/security and emergency management administration and related trends and technology;
- Extensive knowledge of federal and local laws, statutes, regulations and enforcement agencies affecting security work of the Authority;
- Skill in interpersonal relations to maintain effective working relationships with law enforcement and security agencies;
- Skill in general reasoning to analyze complex problems and determine effective solutions;
- Comprehensive knowledge of management theories and programs and supervisory functions to manage programs within established budget limitations, apply and implement new trends and techniques and evaluate program performance;

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Police Science, Public Administration or Criminal Investigation.

Experience:

Such as may have been gained through employment as a certified Law Enforcement Officer for at least ten (10) years in the State of Rhode Island; five (5) of those years in a supervisory position.

OR: RIPTA reserves the right to consider any combination of education and experience that shall be substantially equivalent to the above education and experience.

Supervisory Responsibility:

This position is able to work with limited supervision and performs within prescribed guidelines in accordance with departmental policies/practices and refers more complex situations to other appropriate individuals. This position reports directly to the Chief of Security.

Selection Process:

- Interested applicants should submit their resume and/or written request and RIPTA employment application to the Human Resources Department by due date;
- May be required to pass an oral interview and/or written test;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant must provide RIPTA copies of any licensure and/or certifications required to perform job duties prior to appointment;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution;
- Applicants claiming Military status; should submit a copy of the DD-214 form.

Interested applicants should submit their cover letter, resume and RIPTA employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 or via email humanresources@ripta.com no later than Monday, March 5, 2021. RIPTA employment application is located on www.ripta.com/careers. Telephone calls will not be accepted regarding application status.

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.