

SAFETY & SECURITY SUPERVISOR



Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for assisting the Safety and Security Manager in all aspects of daily operations. The staff member ensures compliance with safety policies, conducts audits, and may provide direct oversight of assigned contract officers and volunteers during services and events in the absence of the Safety and Security Manager.

DEPARTMENT

Operations

REPORTS TO

Safety & Security
Manager

DIRECT REPORTS

Contract Officers and
Volunteers as assigned

WORK WEEK

Sunday – Thursday,
Occasional Special
Events

HOURS PER WEEK

40+

FLSA

Exempt

JOB CLASS

Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

Yes

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assists in overseeing day-to-day operations of the Safety and Security Department, including Safety, Security, First Aid, and Traffic. Ensures with local, state, federal, and church policies and regulations.
2. Serves as a general security presence as well as an alternate point of contact for safety and security incident response. Responds to safety and security calls and follows appropriate protocols. Documents and prepares incident reports.
3. Conducts investigations and submits reports for final review. Identifies, researches, and reports potential concerns and threats.
4. Conducts safety and security policies and procedures compliance checks (building access, alarm systems, evacuation, severe weather, active shooter, etc.); documents and reports deficiencies.
5. Assist in providing on-the-ground supervision of volunteers and contract officers during services and events.
6. Monitors surveillance cameras for all locations. Inspects AEDs, bleeding control kits, radios, medical supplies, and other safety equipment and recommends repairs or replacements to the Safety and Security Manager.
7. Assists with recruiting, onboarding, scheduling, and supporting the safety volunteer team.
8. Supports the coordination of required safety, medical, and security training sessions for staff and volunteers.
9. Assists in conducting audits such as Volunteer Applications, and key and badge access audits. Ensures OpenPath records are accurate and current.
10. Attends assigned staff meetings, trainings, and events; solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development.
11. Other duties and responsibilities as assigned.

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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent required.
2. Two (2) years of experience as a Security Officer or security related experience.
3. Current Texas Commissioned Security Officer (Level III) and Personal Protection Officer (Level IV) licenses required.
4. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).
5. CPR Certification, preferred.

KNOWLEDGE AND ABILITIES

1. Knowledge of applicable security officer orders, requirements, instructions, and procedures.
2. Knowledge of first aid, safety rules, procedures, and practices.
3. Knowledge of crowd control techniques and procedures.
4. Knowledge of emergency procedures and methods.
5. Ability to assess situations and determine the appropriate response.
6. Ability to enforce security rules and regulations and react quickly and calmly in emergency situations.
7. Ability to maintain the highest level of integrity and confidentiality of all matters and information.
8. Ability to maintain professional relationships and good public relations.
9. Ability to have attention to detail and excellent observational skills.
10. Ability to remain calm in a high-pressure/high-stress situation.
11. Ability to use computers and a variety of software applications.
12. Ability to work independently with limited supervision.
13. Ability to communicate clearly and effectively through both verbal and written means.
14. Ability to establish and maintain effective working relationships with coworkers, management, and the public.
15. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making without restriction.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 30 pounds. Constant visual and auditory acuity, speaking, hand and eye coordination, and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to walking, sitting or standing for extended periods of time; be able to patrol the interior or exterior premises, on foot, when necessary, regardless of weather conditions. Working conditions are inside/outside environment.

CREATED: OCTOBER 2025