



Safety and Security Manager

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 managing, planning, directing, and implementing safety and security operations for OHC campus. Exercises direct supervision over staff, contract, and voluntary personnel.

DEPARTMENT

Operations

REPORTS TO

Director of Operations

DIRECT REPORTS

Contract and Volunteer Personnel, Security Officers, Administrative Assistant

WORK WEEK

Typically Sunday – Thursday

HOURS PER WEEK

40+

FLSA

Exempt

JOB CLASS

Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

Yes

PRIMARY DUTIES AND RESPONSIBILITIES

1. Manages the day-to-day operations of the Safety and Security Department including Safety, Security, First Aid, and Traffic. Keeps all personnel informed of special notifications, events, and logistics changes.
2. Manages, recruits, interviews, selects, equips, and schedules security personnel, staff, volunteers, and outsourced contract personnel as needed for services or special/large events. Ensures volunteers complete the application and screening process.
3. Reviews and approves timesheets; processes check requests and prepares reports for review. Maintains employment records as needed.
4. Serves as a general security presence as well as the main point of contact for safety and security incident response. Responds to safety and security calls and follows appropriate protocols. Documents and prepares incident reports.
5. Serves as the primary liaison with local and federal law enforcement agencies. Collaborates with the San Antonio Fusion Center.
6. Conducts investigations and completes Final Investigative Reports. Identifies, researches, and reports potential concerns and threats.
7. Develops, implements, and maintains approved safety and security policies and procedures including building access, alarm systems, evacuation, active shooter, inclement weather and other emergency protocols. Plans, schedules, and delivers or coordinates bi-annual staff and volunteer safety training.
8. Monitors surveillance cameras for all locations. Completes work orders for repairs as needed. Maintains and replaces all safety equipment including AED's and Bleeding Control kits as needed.
9. Monitors and coordinates badge and key access to appropriate personnel in accordance with policy and procedures.
10. Ensures compliance with state, federal, and church policies and regulations.
11. Attends assigned staff meetings, solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development to direct report.
12. Manages and participates in the annual budget preparation to ensure adequate funds for the assigned area. Monitors and approves expenditures; directs and implements budgetary adjustments as needed.
13. 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 or GED diploma. Two (2) years of college from an accredited college or university preferred.
2. Five (5) years of increasing responsible experiences in security administration, law enforcement or security.
3. Experience can substitute for education.
4. Level IV Personal Protection Officer License (Required).

KNOWLEDGE AND ABILITIES

1. Knowledge of the concepts, principles, and methods of safety and security programs and policies, including compliance and enforcement.
2. Knowledge of applicable federal, state, and local regulations or standards.
3. Knowledge of accident prevention principles, practices, and procedures.
4. Knowledge of investigation procedures and techniques.
5. Knowledge of conflict resolution methodologies and techniques.
6. Knowledge of principles practices of supervision, training, and personnel management.
7. Knowledge of Microsoft Office software applications.
8. Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
9. Ability to conduct research and write reports.
10. Ability to maintain confidentiality.
11. Ability to think and act quickly and make sound accurate decisions.
12. Ability to communicate clearly and effectively through both verbally and in writing means.
13. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
14. Ability to establish and maintain effective working relations with coworkers, management, and the public.
15. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 30 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

REVISED: APRIL 2025