

Security Manager

Security Department

Summary:

The Manager, Security & Safety, is primarily responsible for the supervision of Covington & Burling LLP's security officers, and for the implementation and oversight of the emergency evacuation and first aid training program for the Washington, DC, office.

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Qualifications:

- Bachelor's degree and CPP strongly preferred.
- Requires 10+ years' experience with law enforcement, military, or private sector security.
- Requires prior supervisory experience, to include shift-coverage experience, writing and delivering employee evaluations, delivering feedback, and performance management.
- Strong working knowledge of security principles, risk assessment, and risk management.
- Proven experience with maintenance of security hardware.
- Experience managing, and completing, projects with minimal supervision.
- Experience with CCure 9000, or similar access control systems, and video surveillance systems.
- Must have, or attain, first aid instructor certification within one year of beginning employment.

Duties and Responsibilities:

Supervision and Management of Security Force:

- Responsible for the supervision, efficiency, and effectiveness of Covington & Burling's security force of full and part-time security officers. Ensures that all subordinate officers are fully trained before initially assuming their duties; that all officers maintain a positive and professional image while on duty and are knowledgeable of their responsibilities and special orders.
- Administratively responsible for preparation of officers' shift schedules, review of officers' timesheets, currency of officers' post orders, and accuracy of daily activity log and incident reports. Ensures that the officers' shifts are covered at all times.
- Demonstrates good written and oral communications skills and communicates effectively.
- In cooperation with the security director, writes and delivers employee evaluations and performance improvement plans.

Training and Emergency Response:

- Manages floor warden and first aid training programs, and assists with emergency response protocol including disaster, medical, and human threat responses.
- Conducts first aid, AED, and CPR training for DC floor wardens and security personnel.
- Develops, revises, and updates security and safety policies in coordination with the security director and appropriate management committees.

Qualifications (Continued):

- Must be able to work on-site during core business hours, Monday – Friday, 9:00 a.m. – 5:30 p.m.

Duties & Responsibilities (Continued):

Project Management:

- Directly administers the firm's office, desk, and filing cabinet lock inventory, and electronic key and identification card program.
- Assists with preparation of annual security budget, providing detailed justification for major capital expenditures.
- Identifies security vulnerabilities, making recommendations for positive, corrective action.
- In the absence of the security director, advises the firm on all matters of security, safety, and personal protection during periods of heightened tension or threat.

Equipment and System Maintenance:

- Ensures the good working order of all security equipment, giving special attention to access control systems, locking mechanisms, alarms, and surveillance equipment.
- Coordinates with third party security contractors at Washington, DC, office.
- Must be able to learn, and effectively use, C-Cure 9000 access control and monitoring system.
- Conducts basic maintenance on security systems, including remote installation of camera and security panel firmware.

Miscellaneous:

- Retains advanced knowledge of the firm's security policies and procedures, emergency plans, access control system, and security communications.
- Conducts close and continuing liaison with property management, local law enforcement agencies, professional associations, and appropriate security vendors.
- Performs other duties as assigned.

Status: Exempt
Reports To: Director of Safety & Security
Workplace Type: Onsite

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