



Chugach Electric Association, Inc.
Position Description

Manager, Security Services

Summary

This position oversees the physical security of the Association’s buildings, laydown yards, substations, and power plants in compliance with all applicable regulatory requirements and laws. This position shall direct security services to ensure critical infrastructure assets remain protected. Responsible for developing, managing, and directing all activities for capital improvement programs. This position is also responsible for maintaining and updating security policies and standards, developing, and reviewing security compliance procedures and evidence, reviewing, and providing security training, resource planning, budgets and status reports.

Essential Functions

- A. Responsible for the physical security of the Association’s assets; ensure security practices and procedures are maintained and followed, and roles are well defined.
- B. Manage regulated physical security compliance programs including the Alaska Critical Infrastructure Protection Program and document all necessary functions.
- C. Develop and maintain physical security standards, policies, and procedures and implement training sessions.
- D. Responsible for training of contracted guard services and performance evaluations.
- E. Responsible for selecting, installing, and maintaining intrusion detection of all the Association’s assets under departments purview.
- F. Monitor and authorize entrance and departure of visitors, vendors, and members to administer proper building access control and security of the premises. Screen all visitors for proper authorization before permitting entry.
- G. Investigate security breach events and coordinate with third parties for resolution and mitigation measures.
- H. Monitor designated systems and respond to any potential security or safety concerns in accordance with established procedures.
- I. Review system alarms and collect additional information to determine course of action.
- J. Monitor lobby for unwanted behavior and assess intervention methods for de-escalation.
- K. Create guard shift reports, review daily and address and any safety concerns.
- L. Participate in local and national security groups and maintain firm understanding of security practices and threat landscape by maintaining thorough understanding of current and emerging security technology, trends, and industry.
- M. Obtain third party vendor vulnerability assessments, determine mitigation plans, and execute remediation efforts.
- N. Perform callouts for emergency situations and maintain a permanent on-call status.

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FLSA Classification: Exempt	Bargaining Group: N/A	Salary Grade: 11	Job Code: 1358	Effective: July 2024



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- O. Responsible for the development and oversight of the annual operating and capital improvement budgets and assesses planned performance against budget.
- P. Manage, develop, and direct the ongoing, preventative, and capital maintenance efforts; ensure equipment replacement prior to critical failure.
- Q. Manage the Association’s key control program ensuring keys are tracked, issued appropriately, and recorded.
- R. Assist and coordinate emergency response for medical, fire, or other incidents.
- S. Other duties as assigned.

Relationships

Internal

- Manager, Security and Facilities: Reports to, receives direction, guidance and direction from.
- Security Staff and Contractors: Supervises, directs, assigns work, establishes priorities for and mentors for professional development.
- Chugach Staff: Provides assistance with security related concerns.
- Chugach Board of Directors: Interacts with and assists as necessary.

External

- State and Local Government Agencies: Responsible party for representing Chugach.
- Contractors and Consultants: Serves as Project Manager and manages bid selection, negotiates prices, terms, and conditions, receives proposals, prepares, and executes contracts, resolves disputes, and directs work.
- Vendors: Communicate with to keep informed of material, repair procedures, and equipment changes and substitutions.
- Contracted Security Guards: provide direction to and monitors services provided.
- General Public/Members/Guests: Interact with, provide assistance and direction.
- Security Contractor: Provide feedback regarding security guards stationed at Chugach.

Competencies

1. Ability to oversee and manage large, complex, diverse, and strategic multi-discipline projects that impact the organization.
2. Ability to implement technical programs, project plans and monitor progress, resource usage, and quality.
3. Ability to conduct risk assessments; develop plans to eliminate or mitigate risks identified.
4. Logical reasoning ability and critical thinking skills.
5. Working knowledge of physical security standards involving critical infrastructure protection (CIP), security auditing practices, vulnerability assessments, and security best practices.

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6. Experience planning, researching, and developing security policies, standards, and procedures.
7. Effective verbal and written communication skills, with the ability to negotiate Association initiatives.
8. Effective leadership skills with the ability to manage cross-functional teams and foster collaboration.
9. Demonstrated ability to manage customer and vendor relationships, build consensus, and effectively resolve conflicts in challenging project environments.
10. Demonstrated ability to use discretion and judgement to develop sound solutions to complex and non-standardized problems.
11. Thorough knowledge in budgeting practices and controls, contract administration, procurement of materials and services and be able to evaluate financial performance.
12. Well versed in and capable of applying/implementing security procedures and systems.

Supervisory Responsibility

This position has supervisory responsibility for the contracted guards and Chugach lead security officers.

Work Environment

Work is performed in a standard office environment. Travel to facilities and plant sites within the state is required. Some overnight stays at remote plant locations may be required. Ability to fly on chartered and scheduled aircraft. May be exposed to extreme noise and heat. Attendance at meetings or conferences outside of the state may be required. Position requires incumbent will be on a rotation based on-call status for emergency situations with an expectation of several callouts per year.

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Signatures

Reviewed and approved by:

Josh Travis

VP, Administrative Services

07/25/2024

Date

Katie Millen

VP, Human Resources

07/25/2024

Date

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Minimum Qualifications and Experience

Education

Bachelor's degree in business administration, security, logistics, or related field, required. Additional related courses in security practices, desired.

Experience

Five (5) years of progressively responsible experience of security, law enforcement or related positions, including security personnel supervision, scheduling, project management required.

Substitution

Additional education in security, incident command or similar field may substitute for the experience requirement, on a year for year basis.

Additional professional experience (above the five (5) year minimum) in a similarly complex, related role may be substituted for the required education on a year-for-year basis.

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SIGNATURE CERTIFICATE



REFERENCE NUMBER

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TRANSACTION DETAILS

Reference Number

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Transaction Type

Signature Request

Sent At

07/25/2024 08:18 AKDT

Executed At

07/25/2024 16:42 AKDT

Identity Method

email

Distribution Method

email

Signed Checksum

490b8ce46ee2fc5ae2aed74d96109855851befb9aba835d99bbeaa56e7b24837

Signer Sequencing

Enabled

Document Passcode

Disabled

DOCUMENT DETAILS

Document Name

1358 Manager Security Services

Filename

1358_Manager_Security_Services.pdf

Pages

5 pages

Content Type

application/pdf

File Size

155 KB

Original Checksum

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SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Katie Millen</p> <p>Email katie_millen@chugachelectric.com</p> <p>Signer Sequence 1</p> <p>Components 2</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 3ede5760d5ce9e4ba0d76608652bc78fc7958a46baba68d57749a909c789eead</p> <p>IP Address 192.189.218.190</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 7DFDEC17</p>	<p>Viewed At 07/25/2024 16:42 AKDT</p> <p>Identity Authenticated At 07/25/2024 16:42 AKDT</p> <p>Signed At 07/25/2024 16:42 AKDT</p>
<p>Name Josh Travis</p> <p>Email josht@chugachelectric.com</p> <p>Signer Sequence 0</p> <p>Components 2</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum fbcdd764a052a00471468576ef24799e2ab17fdeb7b128576a0c886150b79e6e</p> <p>IP Address 192.189.218.190</p> <p>Device Mobile Safari via iOS</p> <p>Typed Signature </p> <p>Signature Reference ID 2DDFC1B2</p>	<p>Viewed At 07/25/2024 14:07 AKDT</p> <p>Identity Authenticated At 07/25/2024 14:08 AKDT</p> <p>Signed At 07/25/2024 14:08 AKDT</p>

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TIMESTAMP	AUDIT
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