

Job Title: Physical Security Program Administrator**Job Status:** Full-Time**Department:** Information Technology**Job Grade:** T603**Reports To:** Security Manager**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 6/4/2025**Location:** Main Office

Position Summary

The Physical Security Program Administrator is responsible for helping to manage and enhance the physical security posture of NBU's facilities, infrastructure, and personnel. The Physical Security Program Administrator provides administration and oversight of contracted law enforcement and armed security services of NBU property and facilities. This role is also responsible for helping in the development, implementation, and management of comprehensive physical security policies and programs to ensure the safety of personnel, property, and assets.

Essential Duties & Responsibilities

- Administration of the current NBPD and Sheriff's Office schedule, payroll, and contract
- Administration for RFP and contract management of security firm
- Direct administration of Level 3 armed security contractors, including interviewing prospective Level 3 employees and assisting in their hiring
- Serve as point of contact/liaison with Control Center (with support from Security Manager)
- Conduct vendor escorts at facilities as necessary for repairs/upgrades (especially substations)
- Annual review of policies, assist with policy creation and/or updating
- Maintain security presence and liaison with office facilities and manned NBU facilities to assist Security Manager as necessary
- Ensure consistency in emergency management protocols (in collaboration with Safety)
- Internal security related education and new hire orientation (in collaboration with Safety)
- Assist with overwatch (monitor cameras and alarms/events as necessary)
- Assist PMO and project managers to ensure effective security at new facilities
- Direct and assist with physical security at headquarters and new facilities coming on line
- Reports security violations and equipment failures and other security or safety-related situations to the supervisor.
- Escort duties of terminated employees

This general overview only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by supervisor or management.

Knowledge, Skills and Abilities:

- Knowledge of security investigation methods
- Knowledge of card access systems
- Knowledge of alarm systems
- Knowledge of security camera operation (CCTV)
- Knowledge of departmental security policies and all NBU post orders, including having acknowledged understanding of such policies and orders
- Knowledge of NBU's safety and environmental policies, practices, and procedures

- Skill in reading, interpreting, and understanding diagrams and maps
- Skill in training others and communicating complex information to less experienced personnel
- Skill in influencing others
- Basic skill level in incident reporting software
- Basic skill level in office productivity applications (such as e-mail, word processing, spreadsheets, etc.)
- Ability to remain alert and attentive to job requirements and co-workers
- Ability to administer emergency care under high-stress conditions
- Ability to balance and manage competing high priority work demands
- Ability to work efficiently and independently with minimal supervision

Work Environment:

- Hybrid of office-based work and on-site facility visits across the service territory.
- May involve after-hours support in case of security incidents or emergencies.
- Some work hours are spent in a rugged outdoor environment including traversing rugged natural terrain involving significant distances
- Work may involve weekends, holidays, and non-standard hours
- Work may involve call-out
- Work involves exposure to noise
- Work requires the use of protective equipment
- Work involves exposure to various and sometimes extreme weather conditions
- Work involves exposure to natural hazards such as fire ants, snakes, wasps, and other stinging insects and other wildlife
- Work requires a response time within 45 minutes to the designated service area
- Work requires passing a criminal background check

Physical Demands:

- Ability to sit, stand, and walk for extended periods, including walking across uneven terrain at utility sites such as substations or treatment plants.
- Regularly required to climb stairs, stoop, kneel, crouch, or crawl during site inspections or while accessing security equipment installations. All types of body positions are assumed to varying degrees.
- Work may occur on concrete or in tall grass, mud, and water and occasionally on all types of surfaces and terrain, including rough terrain, rock or uneven ground, or areas presenting obstacles such as trees and bushes with garbage and debris.
- Ability to operate a motor vehicle and travel to multiple facilities across the utility's service area.
- Vision abilities required include close vision, distance vision, color vision, and the ability to adjust focus (e.g., for reviewing surveillance footage, monitoring screens, or reading detailed security schematics).
- Ability to respond to emergency situations, which may involve rapid movement, situational awareness, and coordination with response teams.
- May require work outdoors in various weather conditions and in proximity to energized electrical or mechanical equipment (with appropriate safety training and PPE).

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable
- Adhere to NBU safety guidelines and practices at all times and in all situations

- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Stewardship, Team, Integrity, Culture, and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED Field of Study: General Studies

Work Experience Time Frame: One Year or More Other: [Click or tap here to enter text.](#)

Certification and Licensures Requirements

None

Other Minimum Qualifications

- Two or more years’ experience in security, law enforcement, or military preferred
- Experience and knowledge of current security and or law enforcement best practices and guidelines preferred
- Successful completion of project position field training program
- Driver's license
- Current certification in Basic First Aid and CPR

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Video monitoring systems, access control systems, and intrusion systems

Experience with Machines, Tools, Equipment and Other Work Aids

None

Physical Demands

Standing: Rarely

- ☒ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☐ Calculator
- ☒ Calibrating Equipment

Walking: Frequently

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

Lifting: Occasionally

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Carrying: Occasionally

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Sitting: Constantly

- ☒ Desk Work
- ☒ Meetings
- ☐ Driving

Reaching: Frequently

- ☒ For Supplies
- ☒ For Files

Handling: Constantly

- ☒ Paperwork
- ☐ Monies

Kneeling: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- ☒ File Drawers
- ☒ Equipment

- ☒ Table and Chairs

- ☐ Hose

Climbing: Rarely

- ☒ Stairs
- ☒ Ladder
- ☒ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Rarely

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Rarely

- ☐ On Ladder
- ☐ On Equipment
- ☒ On Step Stool

Bending: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☒ Making Repairs

Crouching: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Crawling: Rarely

- ☒ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

Twisting: Constantly

- ☒ From Computer to Telephone
- ☐ Getting Inside Vehicle

☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Talking: Constantly

Other: None

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other: None

Primary Work Environment: Office Environment

Other: Outdoors/Field

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: None

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date