

BUILDING SAFETY MONITOR

111-B

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine tasks pertaining to the safety of individuals and the security of property within an assigned area. This is an important public contact position involving the monitoring of all people entering and leaving a building facility. Incumbent may assist in transporting facility residents/clients and performing messenger duties. Work is performed under general supervision in accordance with established policies with leeway provided for the exercise of independent judgment.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Screens visitors and prevents admittance of unauthorized persons;

Directs visitors/facility residents to appropriate locations in the building;

Maintains entry and exit logs and performs minor record keeping tasks;

Assists staff in assuring proper conduct of individuals on public property or building facility;

Assists in evacuation during fire and/or drill;

Makes rounds of assigned area and checks all windows, doors and entrances to buildings to make certain they are closed;

Ensures that only permitted residents of a County facility are allowed to exit the building;

May transport facility residents to appointments and/or pick up and deliver supplies in a County vehicle;

Reports unusual disturbances to proper authorities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the New York State Motor Vehicle Law as it relates to routine

operation of a motor vehicle; good powers of observation; ability to act quickly and efficiently in emergency situations; willingness to work nights and on unusual shifts; ability to get along with others; integrity; reliability; and good vision and hearing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT: At the time of appointment, candidate must possess and maintain an appropriate valid driver's license to operate a motor vehicle. Candidate must successfully complete a defensive driving course either before appointment or within the period following appointment.