

DISTINGUISHING FEATURES OF THE CLASS: This is simple routine work involving responsibility for patrolling an assigned area in order to guard against trespass or damage. Employees in this class are responsible for safeguarding valuable property, supplies and supply lines and systems.

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.*

Makes rounds of the area to which assigned;

Prevents damage to properties;

Opens and locks gates;

Inspects doors, windows and locks;

Maintains a look-out of irregular occurrences such as trespassers or fires;

Performs incidental janitorial duties;

Shovels snow and performs other grounds tasks;

Logs telephone and radio calls;

Follows up on incoming calls by contacting the Director of Operations for instructions;

May perform minor automotive servicing, i.e., oil changes, fueling, filter changes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to make minor emergency repairs to plumbing, lighting and heating systems; ability to follow simple oral and written directions; ability to think and act quickly in emergencies; mechanical aptitude; willingness to work nights or on unusual shifts; good powers of observation; integrity; reliability; firmness; coolness in emergencies; and good vision and hearing.

MINIMUM QUALIFICATIONS: None is required.

*SPECIAL REQUIREMENTS: Possession of a valid driver's license;*

*In agencies where required, possession of a valid security license at time of appointment and maintained during the pendency of employment.*