

SECURITY GUARD

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for patrolling an assigned area in order to guard against trespass, vandalism, and damage to municipally owned structures, grounds, and equipment. Employees in this class are responsible for safeguarding valuable property, supplies and equipment lines or systems. Additional non-security duties may also be assigned to employees in this class. Work is performed under general direction; persons in this position must use independent judgment in handling unusual circumstances or occurrences.

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.*

Drives around an assigned geographic area or building complex to determine that all structures are secure and to detect unusual occurrences;

Inspects doors, windows, locks, gates and other security devices;

Reports unusual circumstances to supervisor or to appropriate law-enforcement officials when, in the judgment of the Security Guard, immediate law-enforcement intervention is warranted;

Makes inquiries to unauthorized persons appearing on the premises;

Maintains continual watch for unusual occurrences such as trespassers, fires, equipment breakdowns, etc.

Maintains daily logs for unusual events, special work assignments, or other activities as required by supervisor;

Reads and records the readings of meters, gauges, and other instruments used to determine the malfunctioning of boilers, freezers, water or sewage pumping, or other equipment used in the buildings and grounds being guarded;

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Contacts supervisor or appropriate utility and maintenance companies to correct emergency problems

with boilers, freezers, pumps and other equipment or utility systems;

May take water samples and conduct simple tests for acidity or alkalinity and record the results of

those tests;

May add chemicals to water supplies as indicated by the results of the tests conducted;

Opens and closes valves and takes other measures as instructed pertaining to the proper and efficient

operation of boilers, freezers, pumps and other equipment;

Enters buildings and checks various levels of the buildings to determine that there are no equipment

breakdowns, fires, water leaks, or unusual occurrences;

May perform other routine duties, including non-security duties, as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of security techniques, procedures, and principles; working knowledge of boiler, freezer, pumping and other utility and equipments for the buildings and grounds being guarded; ability to make minor emergency repairs to plumbing, lighting, heating, pumping, and freezer systems; ability to think and act quickly and calmly in emergency situations; ability to follow simple oral and written directions; some mechanical aptitude; good powers of observation; good judgment; and good hearing and vision.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of a High School or equivalency diploma and completion of an appropriate program of training or instruction for individuals performing building and grounds security services; or

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(B) Two years of experience in a position involving primary responsibility for providing security services for buildings and grounds, including responsibility for making security rounds; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL REQUIREMENT: At the time of appointments, candidates for this position must be currently licensed to operate a motor vehicle.

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NYS Civil Service Commission Approval:

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