

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for valuable property and supplies, usually at times when employees who are usually responsible for their care and use are not present. Work is usually performed during the late hours of the night and early hours of the morning. Employees in this class must be honest, reliable, and conscientious.

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.*

Patrols buildings and grounds;

Checks all windows, doors and entrances to buildings to make certain they are closed;

Prevents admittance to the premises of unauthorized persons;

Investigates unusual conditions or disturbances;

Prevents damage to property;

Checks conditions of fire hazards;

May be required to register time of rounds by punching at specified stations;

When assigned, watches furnaces or air conditions making minor adjustments as necessary;

Reports unusual occurrences;

Calls for assistance when necessary.

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

TERISTICS: General knowledge of the duties and responsibilities of a watchman; ability to make minor emergency repairs to plumbing, lighting and heating systems; ability to think and act quickly in emergencies and write accurate reports of incidents; willingness to work nights and on unusual shifts; integrity; reliability; courage; sobriety; and good vision and hearing.

MINIMUM QUALIFICATIONS: One year of experience as a laborer or watchperson or any equivalent combination of experience and training.

NOTE: Assignments in certain departments or jurisdictions may require possession of an appropriate class valid driver's license.