

SECURITY GUARD

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:

1. Makes rounds of the area to which assigned;
2. Prevents damage to properties;
3. Inspects doors, windows and locks;
4. Maintains a lookout for irregular occurrences such as trespassers or fires;
5. Performs incidental janitorial duties and makes minor emergency repairs;
6. Shovels snow and performs other grounds tasks;
7. May make routine fee collections;
8. May answer telephone and log calls;
9. Operates pressure automatic valves;
10. May maintain simple records of unusual occurrences;
11. May be required to operate a motor vehicle;
12. May be required to operate a manual control elevator;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

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; willingness to work nights or on unusual shifts; good observation; integrity; reliability; firmness; coolness in emergencies; good vision and hearing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Candidates must be at least 18 years of age.

SPECIAL REQUIREMENTS:

1. Candidate must have NYS Security Guard license at time of application and to maintain position. *(This requires meeting all training and registration requirements as established under NYS General Business Law Article 7-A for security guards.)*
2. Candidates previously discharged from a correctional or law enforcement agency for incompetence or misconduct are ineligible for appointment.
3. An appointing authority may require possession of a New York State Motor Vehicle Operator's license at time of appointment and to maintain position.

PS5404

REVISED: 01/01/78 05/02/79 07/20/83 02/03/89 05/04/94
 03/12/19