

GUARD

Department: Public Safety Enforcement

Classification: Non-Competitive

Specification Number: 4330

Approved: 8/24/23

Revised: By JG

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma.

NECESSARY SPECIAL REQUIREMENTS

1) Depending upon assignment at time of appointment, if required, possession of a valid New York State license must be maintained throughout employment in this title.

2) Upon appointment, candidates must apply for registration as a guard with the New York State Department of State, Division of Licensing Services. Registration must be maintained throughout employment in this title.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title either stands watch at a fixed assignment or patrols a specific area to safeguard grounds, buildings, and equipment against vandalism, fire, trespass, theft and other criminal activity or hazards. The incumbent may also direct parking and guide visitors to locations. Work is performed independently according to established procedures. Unusual occurrences or circumstances such as criminal activity are reported to proper authorities. Supervision is provided by a Senior Guard or another supervisor who makes periodic checks for compliance with duties. Does related work as required.

TYPICAL WORK ACTIVITIES

Guards specified area to prevent unauthorized persons and vehicles from entering the premises;

Patrols Town property, grounds and buildings looking for signs of unusual occurrences;

Makes security checks of gates, windows, doors and lights;

Directs parking of visitors' vehicles according to established parking regulations;

Reports any observed criminal behavior, disturbances or suspicious circumstances to proper authorities;

May submit reports or log data concerning daily activities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of the basic rules of good conduct expected on public grounds and in public buildings; working knowledge of all Town buildings and grounds patrolled and of the rules, regulations and procedures pertaining to admissions; ability to observe suspicious activities and report evidence of loss or damage to property; ability to prepare written reports; ability to deal courteously and tactfully with the public; ability to follow oral and written instructions; physical condition commensurate with the demands of the position.