

SENIOR GUARD

Department: Public Safety
Classification: Non-Competitive
Specification Number: 4335
Approved: 1/3/24
Revised: By JG

MINIMUM QUALIFICATIONS

Two years of experience as a guard.

NECESSARY SPECIAL REQUIREMENTS

- 1) Depending upon assignment, possession of a valid New York State driver's license at time of appointment; if required, license must be maintained.**
- 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 class maintains public order and discipline in a municipal area through supervision of subordinate guards at their posts. Work is assigned by an administrative superior and is reviewed by inspection and by observation of the effectiveness of guarding operations. Supervision is exercised over a staff of subordinate guards.

TYPICAL WORK ACTIVITIES

- Assigns guards to posts or patrols throughout the grounds and buildings of a municipal area;**
- Inspects guards for proper uniform and conduct;**
- Guards entrance gates to property to prevent unauthorized vehicles and persons from entering the premises;**
- Patrols buildings and grounds to prevent trespassing and damage to property;**
- Makes security checks of doors, windows and lights in all buildings;**
- Makes oral or written reports of all occurrences in grounds and buildings to an administrative superior.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of all assigned grounds and buildings of the Town; knowledge of the standards of good conduct normally expected on public grounds and in buildings; ability to plan and supervise the work of others in a manner conducive to full performance and high morale; ability to deal tactfully and courteously with the public; ability to observe suspicious activity; ability to report evidence of lost or damaged property; ability to make oral or written reports.