

DEPARTMENT: TOWN OF LEWISTON
CLASSIFICATION: NON-COMPETITIVE/PENDING NYSCSC APPROVAL
APPROVED: JANUARY 28, 2011 **REVIEWED:** SEPTEMBER 21, 2015

WATCHPERSON (MUNICIPAL)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining the security of buildings and grounds on the midnight shift and for responding to and directing after hours calls or alarm conditions to the appropriate department or on-call person at the Town of Lewiston Water Pollution Control Center (WPCC) on an assigned shift. The incumbent(s) work under the general direction of the Chief Operator of the Water Pollution Control Center and must function calmly and efficiently in emergency situations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Periodically tours buildings and grounds of the WPCC to ensure they are secure;
2. Receives and records all telephone calls on assigned shift;
3. Relays information to the appropriate on-call person and/or summons personnel to deal with after-hours situation(s) such as but not limited to: treatment plant or pump station alarms, water breaks or highway emergencies;
4. Acknowledges alarm conditions and notifies the appropriate responder;
5. Reports any unauthorized persons found on the property;
6. Maintains records of phone calls received and alarms;
7. May perform routine, manual cleaning tasks.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of security operations procedures; ability to maintain basic records; ability to think and act calmly, quickly and efficiently during emergencies; ability to understand and carry out oral and written instructions; ability to report clearly orally and in writing details of incidents; willingness to work outside under adverse weather conditions; integrity; reliability; sobriety; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.