

DEPARTMENT: PUBLIC WORKS
CLASSIFICATION: NON-COMPETITIVE
APPROVED: APRIL 12, 2002

WATCHPERSON - BUILDINGS

DISTINGUISHING FEATURES OF THE CLASS: Monitors electronic surveillance systems for building alarms, i.e. fire, intrusion and environmental sub system. Works closely with Fire, Police and County Agencies as required. Arm/disarm security systems for authorized personnel. Patrols county buildings on a regular basis. Initiates proper actions that solve immediate problems, i.e. locate security system faults, correct environmental factors, perform emergency repairs, notify proper personnel who could correct a given situation. Maintain accurate records for each shift and/or incident. Works under a responsible supervisor who assigns work duties, and responsibilities. Incumbent submits reports and required information to the assigned supervisor. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

1. Patrols county buildings ensuring all doors and windows are secure.
2. Ensures that all building systems are operational, this may include HVAC equipment, sump pumps, night and exterior lighting systems.
3. Allows authorized personnel into buildings after hours.
4. Notifies groundskeepers of snowplow duty.
5. Notifies maintenance workers for emergency repairs to windows, doors, HVAC equipment, plumbing, etc.
6. Maintains a log of when building alarms are disarmed and armed on assigned shift and any instances that needed attention, i.e. coffee maker left on, computers on, etc.
7. Responds to building alarms for correction or to verify if further assistance is required from the fire and police departments.
8. Reports any unusual instances to the supervisor via the shift log and their course of action for these instances.
9. May call Police/Fire departments when assistance is required;
10. May conduct building fire/safety inspections;
11. May assist in security systems testing and basic operational maintenance programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the duties, and responsibilities relative to security operations. Working knowledge of heating, plumbing, and electrical systems and the ability to handle minor repairs. Ability to think and act quickly during emergencies. Ability to report clearly orally and in writing details of incidents. Ability to understand the basic function of operation of electronic surveillance equipment. Willingness to work nights, holidays, and unusual shifts. Integrity, reliability, courage, sobriety, good vision and hearing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma:

- AND:**
1. Completion of a certified, 8-hour Pre-Assignment Training course;
 2. Applicant must be registered with the New York State Department of State as a Security Guard within six (6) months of appointment.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State motor vehicle license;
2. Access to a telephone in their place of residence.