

SENIOR WATCHMAN

DISTINGUISHING FEATURES OF THE CLASS: This is routine work of a responsible nature which involves safeguarding County buildings and equipment at other than normal working hours. In addition, the incumbent is responsible for scheduling Watchmen to insure continuous nighttime and weekend coverage. The incumbent may be called at any time to respond to a particular emergency or problem. The work differs from that of a Watchman in the independence of judgment and autonomy required in scheduling others and responding to emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares schedule of assignments for self and Watchmen to ensure continuous nighttime and weekend coverage to safeguard County buildings and equipment;
Makes regularly scheduled trips throughout the buildings to check for open windows, doors and building entrances, unauthorized entrances, evidence of fire, abnormal changes in temperature, water pressure, etc.;

Investigates unusual conditions or disturbances;
Responds to emergencies when needed;
Checks credentials and maintains a log of persons entering buildings when they are closed to the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to set up schedules utilizing available manpower to provide continuous coverage; ability to act rationally and effectively in emergencies; ability to make minor emergency repairs to plumbing, lighting and heating systems; ability to write accurate reports of incidents and conditions; good vision and hearing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of satisfactory work experience, military service or advanced education beyond school.

NOTE:

1. Work experience as a Security Aide, Security Guard, Watchman, or related may be substituted for up to two (2) years of the required experience on a year-for-year basis.
2. Any equivalent combination of schooling and experience.

SPECIAL REQUIREMENT:

Must complete all required pre-assignment training (must be provided by a certified security guard instructor at an approved security guard school) and all additional training and registration requirements as specified by the New York State Security Guard Act of 1992 and in accordance with the requirements of the New York State Department of State, Division of Licensing Services.

R.C.D.P. (08.07.2012) 05.04.2015
Non-competitive