

WATCHMAN

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the responsibility for the safeguarding of buildings and equipment when employees who are usually responsible are not present. The work is performed during the night and on weekends. Supervision is received from the employee who has general responsibility for the building(s). Does related work as required.

TYPICAL WORK ACTIVITIES:

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;

Checks credentials and maintains a log of persons entering the building when it is closed to the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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 two (2) years of satisfactory work experience, military service or advanced education beyond high school.

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.

NOTE: Any equivalent combination of schooling and experience.