

Jurisdictional Class: Non-Competitive
Adopted: March 15, 1991
Revised: May 17, 2010

GUARD

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work for patrolling buildings and property to provide protection of property, supplies, employees, and visiting public and for the prevention of crimes and disorders. The work is usually, but not always, performed during the late hours of the night and early hours of the morning. For this reason, general supervision is provided with leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with established policies and procedures. Supervision is not a responsibility of this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols buildings, parking lots, and other adjoining areas to ensure security of employees, visitors, and property;
Checks all windows, doors, and entrances to buildings to make certain they are closed;
Prevents admittance to the premises of unauthorized persons;
Maintains order in crowds and controls traffic and parking;
Investigates unusual conditions or disturbances;
Contacts police when necessary to remove disorderly persons from the premises;
May be required to make minor emergency repairs to the building and/or call the proper authority to deal with such situations;
Prevents damage to property;
Checks conditions of fire hazards;
Makes periodic reports of activities;
Answers questions for and directs the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the duties and responsibilities of a guard;
Ability to make minor emergency repairs to plumbing, lighting, and heating systems;
Ability to think and act quickly in emergencies and write accurate reports of incidents;
Willingness to work nights and on unusual shifts;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma; or
- (b) One (1) year of experience in a security position; or
- (c) One (1) year of experience in building maintenance; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: When position is assigned to patrol multiple facilities or a facility with surrounding grounds requiring the use of a motor vehicle, candidates must be eligible for a New York State Drivers License at time of application. The candidate must possess the appropriate license at time of appointment.