

CHIEF RESERVOIR PATROL GUARD

DISTINGUISHING FEATURES OF THE CLASS: The position involves responsibility for the enforcement security at all Water Department Facilities. The incumbent is responsible working closely with the other management positions to perform vulnerability and risk assessments, plan work programs, allocate manpower, equipment, resources and coordinate staffing of all security personnel. Supervision is received from the Operations Manager. Direct supervision is exercised, by the incumbent, over several subordinate employees at the various sites.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Works with management to prioritize security threats and sets forth comprehensive security management plans;
- Develops and implements security procedures including loss prevention, fraud prevention and safety programs;
- Identifies, investigates and resolves security breaches;
- Coordinates staffing of security personnel;
- Oversees network of vendors who secure the agency's assets;
- Creates and monitors security policies, programs and procedures to ensure compliance and maintenance of security;
- Supervises Reservoir Patrol Guards and other subordinates in the performance of their duties;
- Maintains relationships with local, state and federal law enforcement and other related government agencies;
- Conducts physical examinations of property to ensure compliance with security policies and regulations;
- Prepares reports and maintains records;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the relevant local, state and federal policies, procedures, laws and regulations;
- Good knowledge of business and management principles;
- Good knowledge of security procedures;
- Working knowledge of personal computers, office software and equipment;
- Ability to give written and oral instructions;
- Ability to understand written and oral directions;
- Ability to supervise the work of subordinates;
- Ability to prepare and present accurate reports;
- Ability to establish good working relations with the public;
- Ability to train subordinate personnel;
- Courtesy and tact;

- Reliability and dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in Criminal Justice or a related field and one (1) year of full-time, paid experience in public safety operation, which may include corrections, law enforcement, military police work, or other areas of law enforcement or security related field, one of which must have been in a supervisory capacity; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Criminal Justice or a related field and three (3) years of full-time, paid experience in public safety operation, which may include corrections, law enforcement, military police work, or other areas of law enforcement or security related field, one of which must have been in a supervisory capacity; **OR**
- C. Graduation from high school or possession of an equivalency diploma and five (5) years of full-time, paid experience in public safety operation, which may include corrections, law enforcement, military police work, or other areas of law enforcement or security related field, one of which must have been in a supervisory capacity; **OR**
- D. Any equivalent combination of education, training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

- Must possess a valid New York State driver's license at the time of appointment and for the duration of employment.
- Must possess a New York State Security Guard License.

SPECIAL NOTE:

A candidate for employment must successfully pass a complete background check including fingerprint processing.

May be required to work in the event of an undeclared emergency and/or declared emergency.

Issued: 4/16/80 (as Chief Reservoir Patrolman)

Revised: 10/26/16