

SECURITY OFFICER
Pending Title Change to Facilities Attendant

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a supervisor/foreman, an incumbent of this position is responsible for overall security and safety of the City owned buildings, parks, recreational facilities, and watersheds. An employee in this class has the responsibility for detecting security hazards, maintenance problems, equipment failures, and for deterring criminal activity by being visible and observant. This position assists in the corrective measures necessary to secure buildings, parks, property and watersheds. This work may include shoveling asphalt, clearing brush, sealing cracks, erecting storm fences, ropes or signs, clearing snow or ice, etc., as necessary to secure locations.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Ensures the safety of the City's property, facilities and water supply by maintaining security control procedures;
- Patrols facilities or grounds on foot or in vehicle to guard against trespassing, theft, vandalism and or terrorism ;
- Provides daily guard reports to ensure all areas have been checked and secured, and evaluates and assesses any unusual incidents;
- Reports incidents to supervisor by hand-held radio or in person;
- Reports emergencies and/or breeches in security to the City or State Police or the Albany County Sheriff as needed;
- Verifies access permits, parking permits, and licenses issued by the City and warns violators of rule infractions, and expels as necessary;
- Participates in securing buildings, lots, highways, recreational facilities, parks, and watersheds;
- Assists in the maintenance of designated areas to create a safe and secure environment;
- Performs related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the geography of the City including the physical location and layout of City facilities, parks, watersheds;
- Good knowledge of security techniques such as patrolling, investigating and observing activity;
- Ability to understand and follow oral and written directions;
- Ability to communicate effectively both orally and in writing;

SEE REVERSE SIDE

- Ability to cooperate and get along well with others;
- Ability to read and write;
- Ability to deal courteously yet firmly and tactfully with the public;
- Ability to respond to emergencies;
- Willingness to perform routine manual work;
- Willingness to work outside in all types of weather and under all conditions;
- Willingness to work shifts;
- Good powers of observation;
- Physical endurance;
- Sobriety, dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. None are required.

SPECIAL REQUIREMENTS:

A valid New York State driver's license is required at the time of appointment and for the duration of employment. Employees possessing additional licenses (e.g. a Commercial Driver's License) may be required to drive any vehicle which they are licensed to drive.

Able to pass the New York State Department of Licensing Security Guard Course and to receive the appropriate Certificate within six months of hire.

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