

TENANT PATROL AIDE
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Security, an incumbent in this position is responsible for enhancing the overall security and safety of Albany Housing Authority owned and/or operated buildings, grounds and facilities. An incumbent 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 implementation of measures necessary to secure buildings, grounds and facilities.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Ensures the safety of the Housing Authority's buildings, grounds and facilities by maintaining security control procedures;
- Patrols buildings, facilities or grounds on foot to guard against trespassing, theft, vandalism and/or terrorism;
- Assists in the implementation of corrective measures to create/maintain a safe and secure environment;
- Provides daily guard reports to ensure all areas have been checked and secured, and evaluates and assesses any unusual incidents, security hazards, maintenance problems, etc.;
- Reports incidents to supervisor and/or police by hand-held radio, telephone or in person;
- Reports emergencies and/or breaches in security to the Police as needed;
- Verifies access permits, parking permits and identifications and warns violators of rule infractions and expels as necessary;
- Participates in securing buildings, grounds and facilities;
- Performs related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- 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;
- Ability to cooperate and get along well with others;
- Ability to deal courteously yet firmly and tactfully with the public;
- Ability to respond in emergencies;
- Ability to read and write;

SEE REVERSE SIDE

- Willingness to work outside in all types of weather and under all conditions;
- Willingness to work shifts;
- Good powers of observation;
- Good vision and hearing;
- Physical endurance;
- Integrity;
- Sobriety;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Must be a documented resident of Albany Housing Authority.

SPECIAL REQUIREMENTS:

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 and pre-employment drug screening.