

WATCHPERSON

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for safeguarding personnel, buildings, property and supplies. Work is performed independently in accordance with detailed rules and instructions covering a 24-hour period. Supervision is not a responsibility of employees in this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Checks windows, doors, and entrances to buildings to make certain they are secured;
- Patrols buildings, garages, parking lots, reservoir grounds, and other property;
- Deters admittance of unauthorized persons to the premises;
- Investigates unusual conditions or disturbances;
- Prevents damage to property;
- Gives directions to public;
- Contacts police, fire, ambulance, and maintenance personnel when warranted;
- May perform incidental cleaning or custodial tasks such as sweeping floors, dusting and general cleaning;
- Checks disturbances;
- Checks lobbies, building entrances, hallways for debris and removes appropriately;
- May perform incidental clerical work such as answering telephones and keeping simple records such as the names of visitors and level of basin or reservoir water;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- General knowledge of the duties and responsibilities of a watchperson;
- Ability to think and act quickly in emergencies;
- Ability to write accurate reports of incidents;
- Ability to lift a minimum of fifty (50) pounds;
- Willingness to work nights or on unusual shifts;
- Integrity;
- Reliability;
- Courage;
- Sobriety;
- Good vision and hearing;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None is required.