

GUARD7080DISTINGUISHING FEATURES OF THE CLASS

An employee in this class stands watch and/or patrols a specific area during an assigned shift to safeguard grounds, buildings, materials and equipment against fire, trespass, theft and other hazards. The incumbent may also direct parking and guide visitors to locations. Work is performed independently according to established procedures. Unusual occurrences or circumstances are reported to the proper authorities. Supervision is provided by a Senior Guard or other supervisor who makes periodic checks for performance of duties. Does related work as required.

TYPICAL WORK ACTIVITIES

Guards entrance gate or other specified area to prevent unauthorized persons and vehicles from entering the premises;
Patrols grounds and buildings, looking for signs of unusual occurrences;
Makes security checks of gates, windows, doors and lights; checks boiler room gauges;
Directs parking of visitors' vehicles according to established parking regulations;
Reports disturbances or suspicious circumstances;
May submit reports or log data concerning daily activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of the basic rules of good conduct expected on public grounds and in public buildings; working knowledge of the buildings and grounds patrolled and of the rules, regulations and procedures pertaining to admissions; ability to observe suspicious activities and report evidence of loss or damage to property; ability to prepare written reports; ability to deal courteously and tactfully with the public; ability to follow oral and written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

There are no minimum education or experience requirements for this position.

NECESSARY SPECIAL REQUIREMENTS

- 1) Depending upon assignment, possession of a valid New York State driver's license at time of appointment; if required, license must be maintained.
- 2) Upon appointment, candidates must apply for registration as a guard with the New York State Department of State, Division of Licensing Services. Registration must be maintained throughout employment in this title.

R03/01/94
SUFFOLK COUNTY
Non-Competitive
Review 08/01/05

Appendix B

Weekend Security Job Description

The job function of the weekend security guard is to continually visit, inspect and perform the following duties at each of the District's buildings and fields.

A walk-around of each building will be conducted for signs of damage or forced entry, especially doors and windows. Broken windows will be taped or boarded up, as necessary. All doors and windows will be checked for being closed and locked.

A visual inspection of the fields will be performed during this time.

If damage is found to be major, the security guard will contact the local police department to report damage and obtain a police report. In addition, the security guard will contact the head(s) of security, director of buildings and grounds, head custodians, the school's principal and the Superintendent of the Cold Spring Harbor Central School District.

An annual inspection of the building will be performed to assure all areas are secured. Areas that appear to have been inadvertently left open will be locked. Areas that appear to have been breached will require a thorough inspection of premises to determine that there are no unauthorized persons in the building.

All interior spaces will be inspected for damage such as from leaking pipes, roof leaks (especially during times of heavy rain and snow laden roofs), etc. Buckets will be placed under all leaks and proper notifications made.

During each shift, guards will check each district vehicle parked on school grounds.

Security guards will write down the make, model and license plate number of any cars found in the parking lots that do not appear to have cause for being there.

Check all boilers during winter months. Winter months shall constitute once the heat has been turned on until the heat has been turned off.

If any boiler alarm has been engaged, indicating the burner has turned off, the security guard will attempt to reset and restart the boiler. If the burner does not go back on, the security guard will call building maintenance. All security guards are to be trained by Maintenance in the proper sequence of resetting boilers.

The gates for the fields located at Goosehill Primary Center will be unlocked during the morning security shift and then locked during the night security shift.

The security guard will clock in at each building. The time clocks are located in the boiler room of each building.

Each security guard will be responsible for maintaining the security log during their shifts worked. The date and shift along with any incidences will be written in the log.