

WATCHPERSON

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class maintain watch over buildings and property with responsibility for valuable property and supplies, usually at times when employees who are normally responsible for their care and use are not present. Work may be performed during the late hours of the night, early hours of the morning and on weekends. The work is performed under general supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Patrols buildings, grounds and parking areas on foot or in patrol car;
- Secures and checks all doors, windows and entrances to buildings to make sure they are locked;
- Prevents admittance to the premises of unauthorized persons;
- Investigates any observed or reported disturbances or unusual conditions;
- Identifies unsafe conditions through inspection and reports their existence to appropriate officials;
- Makes operational checks of a variety of heating and cooling equipment, reporting any malfunctions;
- Assists in controlling and directing traffic on institutional roadways and parking areas;
- Gives direction and information to students and visitors;
- Contacts snow removal contractors/grounds crew when bad weather occurs;
- Maintains a log and files incident reports when necessary;
- Does related work, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

General knowledge of the duties and responsibilities of a watchperson; ability to think and act quickly in emergencies and write accurate reports of incidents; good knowledge of standard police, fire and emergency communication codes; willingness to work nights, weekends and on unusual shifts; integrity; reliability; courage; sobriety; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: In addition to meeting the above qualifications, candidates will also be required to possess a valid New York State driver's license when operation of a motor vehicle is necessary.