

WATCHMAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for safeguarding personnel, buildings, property and supplies. Work is performed 24-hours per day. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Checks windows, doors, and entrances to buildings to make certain they are secured;

Deters admittance of unauthorized persons to the premises;

Investigates unusual conditions or disturbances;

Prevents damage to property;

Checks condition of fire hazards;

Punches watchman's timeclock at regular intervals;

Checks elevator lights including call lights, up/down indicator lights, floor lights, etc.;

Operates elevator when required;

Gives directions to public;

Contacts police, fire, ambulance, and maintenance personnel when warranted;

Silences fire alarm when given written instructions;

Identifies tripping and slipping hazards and takes corrective action;

Checks disturbances;

Checks lobbies, building entrances, hallways for debris and removes appropriately.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: General knowledge of the duties and responsibilities of a watchman; ability to think and act quickly in emergencies; ability to write accurate reports of incidents; willingness to work nights or on unusual shifts; integrity; reliability; courage; sobriety; good vision and hearing; good physical condition.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING: Three months of satisfactory experience as a watchman or laborer.

NOTE: Satisfactory completion of a background check will be required during the probationary appointment.

NOTE: Chapter 336 of New York State Laws of 1992 requires that individuals who perform security guard duties must complete a pre-assignment training program and must be registered with the New York State Department of State. Training and registration are required prior to employment and employees must maintain their registered status during the entire time of employment.