

## LEAD WATCHPERSON

GENERAL STATEMENT OF DUTIES: Maintains watch over buildings and property; gives direction to subordinates and coordinates security efforts; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Incumbents of this class are responsible for safeguarding buildings and property; for ensuring that shifts are properly staffed and, when necessary, for coordinating with the local law enforcement agency. Work is usually performed at times when employees who are normally responsible for care of buildings and property are not present, usually late night hours and early hours of the morning. Employees of this class must be honest, reliable, and conscientious. Direction is given to Watchpersons with regard to shift assignment and building coverage.

### EXAMPLES OF WORK: (Illustrative Only)

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

Checks premises periodically;

Prevents admittance to unauthorized persons to the premises;

Investigates unusual conditions and disturbances and, if necessary, contacts local law enforcement agency;

Prevents damage to property;

Establishes work assignment schedule of Watchpersons to ensure proper building coverage;

Prepares simple reports of incidents or suspicious activities.

May report any hazardous or damaged property conditions to maintenance staff for repair.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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 follow oral and written directions; ability to communicate effectively both orally and in writing; willingness to work nights or on unusual shifts; integrity; reliability; courage; good vision and hearing; physical condition commensurate with the duties of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None.

NOTE: Appointees may be required to meet the requirements of the Security Guard Act of 1993.