

WATCHPERSON

GENERAL STATEMENT OF DUTIES: Maintains watch over buildings and property; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for safeguarding valuable property and supplies, usually at times when employees who are normally responsible for their care and use are not present. Work is usually performed during the late hours of the night and early hours of the morning. Employees in this class must be honest, reliable, and conscientious. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

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

Prevents admittance of unauthorized persons to the premises;

Investigates unusual conditions or disturbances;

Prevents damage to property;

Checks condition of fire hazards.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: General knowledge of the duties and responsibilities of a watchperson; ability to think and act quickly in emergencies and write accurate reports of incidents; ability to follow oral and written directions; willingness to work nights or on unusual shifts; integrity; reliability; courage; good vision and hearing; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING: None.

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages
City of Rye
Special Districts
School Districts
J.C.: Labor

Job Class Code: 0156 (Municipalities, Special Districts)
S156 (School Districts)