

SECURITY WORKER

Code No: 4-11-012

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the security of valuable property and supplies at times when employees are not present. In school district settings duties involve monitoring and attempting to prevent disruptive behavior. The employee reports directly to, and works under the general supervision of a Senior Security Worker or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists with overall safety/security surveillances;

Conducts periodic rounds, making sure all windows, doors and entrances to the building are closed and locked;

Monitors and attempts to prevent disruptive behavior in schools or County-owned or leased facilities in accordance with agency policies and procedures;

Prevents admittance of unauthorized persons to the premises;

Investigates unusual conditions or disturbances;

Prevents damage to property;

Issues parking tickets on the streets adjacent to the building(s) to which assigned;

Assists local fire department with fire alarms and bomb scares;

Monitors vehicle and personnel movement on school or County property;

Opens all doors on schedule allowing public to enter;

Writes simple activity reports concerning such incidents as vandalism, theft, or other disruptive activity;

Checks valves, boiler pressure and water level to see that they are in operating order;

Confers with staff, adults and students (in schools) concerning safety measures;

Attends orientation, in-service training, and meetings relative to related rules, regulations, policies, conflict resolution and human relations;

Communicates with staff concerning employee or student (in schools) behavior.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of safety and security procedures as related to buildings and grounds; good knowledge of the physical plant and grounds on which employed; ability to enforce departmental rules and regulations; ability to think and act quickly in emergency situations; ability to ascend stairs and walk/traverse moderate distances swiftly; ability to write simple incident reports; ability to operate two-way radios; ability to communicate orally and in writing; ability to establish and maintain effective relationships with staff, students (when applicable) and the public; ability to follow oral and written directions; ability to check valves, boiler pressure and water level to see that they are in operating order; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma. Experience as a security guard or security officer may substitute for education on a year-for-year basis.

SPECIAL REQUIREMENTS: Current registration as a Security Guard with the New York State Department of State.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

REVISED: March 20, 1986

REVISED: August 25, 1988

FORMELY: Watchman

REVISED: November 10, 1994

REVISED: July 11, 1996

REVISED: January 9, 1997

REVISED: June 7, 2001

REVISED: April 7, 2005

REVISED: December 5, 2019

Denied non-competitive jurisdictional classification by the New York State Civil Service Commission on April 25, 1995