

PARKS SECURITY GUARD

Code No.: 4-15-034
(Seas.: 4-15-040)
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a security position in the Department of Parks responsible for inspecting and overseeing public activity in park areas and buildings, checking lodge and shelter permits, and acting as an information resource to parks visitors while assuring their compliance with all Monroe County Parks rules and regulations. Employees report directly to and work under direct supervision from a Parks Supervisor. The work may be performed on weeknights and during weekends. Supervision of others is not a responsibility of this class. 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.)

Makes periodic inspections of park areas and buildings;

Checks for violations of park laws and requests assistance from Sheriff's Department, as required;

Notifies Park Supervisor or other park official of any emergency situation or unusual incident requiring immediate attention;

Interacts with appropriate emergency services where warranted; (fire department, Sheriff's Department or ambulance);

Inspects and secures all facilities and ensures the departure of all visitors from grounds, at closing of park;

Ensures that all fires in stoves and fireplaces have been extinguished before securing park areas and buildings;

Checks lodge and shelter permits and unlocks lodges, as required;

Assists and directs park visitors, as required;

Performs minor emergency repairs to park facilities and equipment, as required;

Prepares and submits accurate and concise written reports on infractions of park rules and regulations and/or damages to assigned areas and buildings;

Performs light maintenance tasks as directed by supervisor.

Deposits daily concession receipts at bank.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of park rules and regulations; ability to respond quickly

in emergency situations; ability to communicate effectively, both orally and in writing; ability to prepare accurate and concise written reports; ability to deal effectively with the public and promote good public relations; willingness to work unusual hours, as may be required; tact; courtesy; good judgment; good observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

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

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

Depending upon assignment, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 31, 1980
Jurisdictional Classification Change: July 20, 1980
REVISED: September 19, 1991
REVISED: November 10, 1994
REVISED: February 6, 1997