

GUARD

Code No. 4-11-046
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the enforcement of peace and order on the grounds and in buildings of a governmental agency or department, and the prevention and investigation of theft, vandalism, accidents and illegal entry, etc. Employees direct visitors to parking areas or offices and check visitor passes. The employee reports directly to, and works under the general supervision of, a special investigator or other higher level staff member. 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.)

Patrols buildings and grounds to maintain order and checks and secures sensitive areas;

Patrols parking areas on foot and/or by car to ensure compliance with regulations;

Investigates accidents and other incidents disturbing to the peace;

Directs traffic, instructs visitors, and checks passes;

Summons fire department, police, or sheriff in emergencies;

Keeps order among visitors;

Answers inquiries and gives direction to visitors;

Inspects buildings and outside areas for fire or accident hazards;

Patrols buildings and grounds when closed to visitors to guard against unauthorized entrance;

Investigates and makes reports of illegal acts, such as vandalism, burglary or forced entry;

Keeps records of patrol activities and writes daily reports;

Inspects bags or bundles to guard against thievery;

Receives, obtains, and disseminates information by telephone and in person;

WHEN ASSIGNED TO MONROE COMMUNITY HOSPITAL:

Releases cash to residents from their personal accounts during weekend shifts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the law as it applies to keeping the peace; working knowledge of the physical plant and grounds on which employed; ability to enforce departmental rules and regulations; ability to detect and correct fire or accident hazards; ability to keep and maintain order; ability to cooperate with law enforcement agents; ability to cope with emergencies; ability to maintain simple records and to write factual reports; ability and willingness to take orders from superiors; ability to safely operate a motor vehicle; ability to communicate effectively both orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus current registration as a Security Guard with the New York State Department of State.

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.

Monroe County Civil Service Commission

- REVISED:** December 19, 1985
- REVISED:** February 18, 1993
- REVISED:** November 10, 1994
- REVISED:** July 13, 1995
- REVISED:** February 6, 1997
- REVISED:** June 6, 2002
- REVISED:** November 10, 2011
- REVISED:** December 5, 2013
- REVISED:** August 8, 2019

(NC for Part-time only-all civil divisions)