

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, such as a town, school district, or in a county department, such as Public Safety or Monroe Community Hospital. Duties involve the prevention and investigation of theft, vandalism, accidents, and illegal entry, etc. The employee may screen individuals entering the facility, direct visitors to parking areas or offices, and check visitor passes. The employee reports directly to, and works under the general supervision of, a higher-level security 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.)

Provides protection and safety for employees, visitors, and property;

Engages appropriate resources when necessary;

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

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

Investigates accidents and other incidents disturbing to the peace;

Directs traffic, instructs visitors, and checks passes;

Observes and reports suspicious and/or unusual behavior immediately;

Monitors Closed-Circuit Television (CCTV) feeds and responds to alerts from security systems;

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 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 detailed and accurate daily and/or incident reports;

Maintains issued security equipment;

Inspects bags or other personal belongings to prevent contraband or other unauthorized items from entering the facility;

Screens individuals entering the facility utilizing specialized equipment such as a magnetometer and/or x-ray machine;

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

Identifies and reports risks to supervisor;

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 facility 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 act quickly and decisively; ability to maintain detailed 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.

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 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

REVISED: March 5, 2026

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