COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION

CLASS TITLE: WATCHGUARD **TITLE #:** 1742

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for safeguarding buildings, property, equipment and supplies during those periods when employees who are normally responsible are not present. Work may be performed under general supervision during the night and early morning hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes tours of buildings and grounds; punches clock at prescribed intervals and observes security conditions;

Checks doors, windows and entrances to building and areas to make certain they are closed and locked;

Checks for fire hazards;

Prevents admittance of unauthorized persons to premises;

Investigates any disturbances or unusual conditions; contacts emergency personnel when appropriate;

Prepares reports of tours of duty;

Performs routine cleaning chores;

May check water level in tanks, gauges, and operation of motors and pumps and report unusual variations to appropriate authority;

May perform minor maintenance and repairs to machinery and equipment used on the location;

May operate machinery and various automotive equipment as required;

May operate a boat and small gasoline motor to monitor reservoir property.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the duties and responsibilities of a watchman; ability to think and act quickly in an emergency; ability to decide upon appropriate courses of action in emergencies; willingness to work nights and unusual shifts; integrity and reliability; firmness; coolness in emergencies; good vision and hearing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT WHEN ASSIGNED TO THE VILLAGE OF KIRYAS JOEL: Must possess the ability to speak Yiddish.

JURISDICTIONAL CLASSIFICATION: Labor

REVISED: 5/08/14 dp