

GUARD

NATURE OF WORK IN THIS CLASS:

Performs routine guard activities in the enforcement of rules and regulations for the protection of government property.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Guards or patrols assigned areas by foot and/or vehicle to prevent theft, fire, vandalism, illegal entry, and other infractions of rules and regulations for the protection of government property.

Inspects buildings and premises for security; locks and unlocks parking lots, gates and buildings; sees that no unauthorized persons remain after working hours; stands watch at a fixed post to watch for suspicious persons and activities and/or regulate vehicles and persons entering and leaving the premises.

Reports fire, vandalism, theft, disturbances or other unusual circumstances; operates radio and other communication equipment; apprehends violators.

Checks for illegally parked cars; issues tickets for parking violations; may direct traffic in a designated area during peak hours.

Prepares and maintains shift activity records and reports.

May perform routine investigations of violations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn, interpret and apply pertinent rules, regulations and other guidelines relating to the protection of government property.

Ability to enforce rules and regulations with tact, firmness and impartiality.

Ability to think and act quickly and calmly in emergencies.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to maintain records and prepare activity reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

No experience or training is required. Minimum knowledge, abilities and skills listed above are required.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director,
Civil Service Commission