

9716

## GUARD 1

### **Nature of Work**

Under general supervision, performs full-performance level work monitoring state property by making periodic rounds of assigned areas to inspect or alter equipment operation; detect fire, theft, vandalism, and illegal entry and secure areas. Irregular circumstances are reported to proper authority. May be required to work rotating shifts and holidays. Performs related work as required.

### **Distinguishing Characteristics**

Work at this level is distinguished by the predominance of duties involving or related to the securing or security of the facility. The extent of legal authority with regard to unauthorized activities is limited. There is no authority granted to carry a weapon.

### **Examples of Work**

Patrols building and grounds to make routine checks of equipment, grounds and property, and to check for danger from fire, theft, or other hazards; punches time clock to verify that rounds are made regularly and punctually.

Sounds alarm in case of fire or other emergency and/or dangerous situation.

Reports emergency phone calls to proper supervisor.

Takes daily receipts to bank.

Warns violators of rule infractions.

Performs routine duties in building, such as checking water level of the boiler, or taking fuel readings.

Controls traffic flow and parking on state property.

Turns on security lights, alarms.

May take identification pictures of clients admitted and new employees.

May require use of physical force in apprehending or detaining escapees or trespassers.

### **Knowledge, Skills and Abilities**

Knowledge of the uses of basic fire fighting equipment.

Knowledge of appropriate legal action taken upon discovery of problem.

Ability to observe and detect anything out of the ordinary which might result in damage to state property.

Ability to remain awake and alert.

Ability to act quickly in the event of an emergency.

Ability to carry-out oral and written instructions effectively.

### **Minimum Qualifications**

**TRAINING:** Must be able to pass a test at the eighth grade level.

Established: 8/20/92  
Effective: 9/15/92