

CLASS TITLE:

WATCHPERSON

Class Code: 02164200

Pay Grade: 07A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To maintain watch over property and grounds; to do miscellaneous custodial work; and to do related work as required.

SUPERVISION RECEIVED: Is assigned to post with instructions as to responsibility of duty and as to work methods; receives specific assignments and directions for any out of the ordinary assignments; work is inspected through review of oral reports and through inspection of custodial assignments.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To see that doors and windows are properly shut and locked.

To prevent the admittance of unauthorized persons to the premises.

To turn out lights.

To investigate unusual conditions.

To prevent damage to state property.

To make rounds of inspection at fixed intervals and to report by means of patrol boxes or other devices.

To perform janitorial work.

To service cars and trucks with gas, oil, water and air.

To fire a small air or water heater.

To act as stock clerk in a very small stock room.

To answer the telephone and take messages.

To maintain watch on weather, ice and snow conditions, notifying superior when, as judged by previous instructions, conditions warrant it.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the duties and responsibilities of a watchperson; the ability to carry out oral and written instructions; the ability to think and act quickly in an emergency; the ability to make minor emergency repairs to plumbing, lighting and heating systems; the ability to prepare simple, accurate reports; a willingness to work nights or on unusual shifts and to perform simple manual tasks; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Such as may have been gained through: employment in property maintenance and custodial work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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