

## PROPERTY ATTENDANT

### NATURE AND VARIETY OF WORK

This is routine work in safeguarding buildings and equipment against damage, loss and vandalism. Work of this class involves responsibility for safeguarding buildings and properties through regular inspections. Work is performed in accordance with established departmental policies and procedures. Some judgment and discretion is involved in dealing with emergencies which may arise in reporting irregularities to proper authorities. General supervision is received from a superior to whom difficult situations may be referred.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Makes rounds of assigned buildings and areas, watches for prowlers, fire, or any other danger of loss or damage to property and equipment.

Acts as security guard of county property, insures that cars are out of the area by closing time, and secures and locks main gates at closing time.

Receives questions or complaints regarding waste collection activities and related emergency or complaint calls; oversees unloading of equipment or supplies delivered.

Operates street flusher tank vehicle as first line of defense in case of brush or emergency fires.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, ABILITIES, AND SKILLS

Working knowledge of buildings and grounds patrolled and the rules and regulations governing admission to and departure from such properties.

Ability to exercise alertness and judgment to detect, and if necessary, to report probable danger of loss or injury to life or property.

Ability to deal effectively with prowlers and trespassers.

Ability to interpret and follow oral and written instructions.

Ability to receive and properly dispose or dispatch routine communications or requests for information.

### DESIRABLE QUALIFICATIONS

Completion of six (6) school grades with some experience as a watchman or security guard; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

CREATED: 7/69

REVISED: 10/88