

PROPERTY GUARD

NATURE OF WORK

Employees in this class protect State property against damage and theft by making periodic rounds of assigned areas to determine if equipment, buildings and grounds are safe from fire, thievery, and similar hazards. Additional work assignments may include operation of a small heating plant and routine cleaning duties.

General work assignments are performed according to an established routine. Irregular circumstances are reported immediately to the proper authority if a preliminary investigation appears to warrant such action. Prompt and thorough performance of duties is evaluated by a supervisor through examination of time clock records and observation of the extent to which property is actually protected.

ILLUSTRATIVE EXAMPLES OF WORK

Makes hourly rounds of an assigned area, punching a watchman's clock at designated stations.
Maintains an alertness and notifies proper authorities of all indications of trespassing, fire, or other emergency.
Builds fire in furnace and stokes with fuel, maintaining a desired temperature throughout the buildings which the heating unit serves.
Sweeps and mops floors; dusts and straightens desks and furniture; and cleans restrooms.
Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Some knowledge of the uses of basic fire fighting equipment.
Some knowledge of methods of firing furnaces.
Ability to observe and detect anything out of the ordinary which might result in damage to State property.
Ability to remain awake and alert during normal sleeping hours.
Ability to act quickly and intelligently in the event of emergency.
Ability to carry out effectively oral and written instructions.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Demonstrated ability to perform the work as described.