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DEPARTMENT OF GENERAL SERVICES  
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DAVID M. LATINA  
COMMISSIONER

MARTIN V. MCCLUNE  
DEPUTY COMMISSIONER

To: All Employees

From: David M. Latina, Commissioner  
Department of General Services

Re: Vacancy – Watchperson (40 hours)

Date: September 10, 2019

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A vacancy for Watchperson (40 hours) will exist in the near future in the Security Division of General Services.

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a High School Equivalency Diploma.

SPECIAL REQUIREMENTS (ALL):

Eligibility to be registered as a Security Guard/Officer issued by New York State Department of State. At time of appointment, possession of unique security ID # issued by New York State, Division of Licensing Services.

Please send an application (which may be obtained from the Albany County Civil Service website) and resume to my attention, Commissioner David M. Latina at Albany County Department of General Services, 112 State St, Room 825, Albany, NY 12207.

This notice is valid for ten (10) days from posting.

Thank you.

## **WATCHPERSON**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are responsible for maintaining a watch over buildings and property. Additionally, the employee is responsible for the protection of valuable property, at times when employees who are responsible for their care and use are not present. When working in an institution the watchman is primarily concerned with the safety and protection of patients and residents. Generally work is performed during the late hours of the night and early hours of the morning. Does related work as required.

### **TYPICAL OF WORK ACTIVITIES:**

- Foot patrols buildings, garages, parking lots and outside area;
- Checks all windows, doors, and entrance to buildings to make certain they are closed;
- Checks out equipment and reports any condition not functioning normally to proper authorities;
- Prevents the unwanted intrusions of unauthorized persons;
- Locks and unlocks doors;
- Investigates unusual conditions or disturbances;
- Prevents vandalism and damage to property;
- Checks conditions of fire hazards;
- Greets and directs vendors and guests to the proper locations.
- In emergency situations may call the police for further assistance.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the duties and responsibilities of a watchperson;
- Ability to think and act quickly in emergencies and write accurate reports of incidents;
- Ability to make minor emergency repairs to plumbing, lighting and heating systems;
- Willingness to work nights and on unusual shifts;
- Honesty;
- Integrity;
- Reliability;
- Courage;
- Good vision and hearing;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

One (1) year of experience as watchman or security guard.

### **SPECIAL REQUIREMENTS (ALL):**

Eligibility to be registered as a Security Guard/Officer issued by New York State Department of State. At time of appointment, possession of unique security ID# issued by New York State, Division of Licensing Services.

Juris. Class: Labor

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 12/05