

DEPARTMENT: **NORTH TONAWANDA PUBLIC WORKS**
CLASSIFICATION: **NON-COMPETITIVE**
APPROVED: **FEBRUARY 23, 2023**

WATCHPERSON

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining security of the buildings and grounds of the City Public Works Department headquarters and for responding to emergencies on an assigned shift. The incumbent works under the direct supervision of a Public Works Supervisor and must be able to function calmly and efficiently in emergency situations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Patrols buildings and grounds at public works headquarters and watches for signs of unusual occurrences;
2. Responds to emergency calls and sets up flares and barricades at washouts and other hazardous locations;
3. Receives and records all telephone calls on assigned shift;
4. Enters incoming calls into computer system;
5. Relays information to supervisors and summons personnel to deal with emergency situations;
6. Operates radiotelephone and maintains radio log;
7. Operates motor vehicles, when necessary, in the buildings and on the grounds of the public works headquarters as well as in response to emergency calls;
8. Picks up dead animals reported on city roadways;
9. Reports any unauthorized persons found on headquarters property;
10. Loads sand and salt onto trucks;
11. Inspects doors, windows, locks and equipment for indications of tampering or unauthorized entry;
12. Cleans, washes and paints equipment;
13. Performs routine custodial and maintenance tasks when not engaged in other duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of security operations procedures; ability to operate heavy motorized equipment; ability to maintain basic records; ability to perform calmly, quickly, and efficiently in emergency situations; ability to understand and carry out oral and written instructions; ability to report clearly verbally and in writing the details of incidents; willingness to work outside under adverse weather conditions; integrity; reliability; sobriety; alertness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

Possession of a New York State driver's license for the duration of employment.