



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	SUPERVISING PARK SECURITY GUARD**
Jurisdictional Class:	Non-Competitive (**Seasonal)
Civil Division:	Emerson Park
Adoption: CSM	5/10/82
Revised: CSM	2/9/05, 4/11/07

DISTINGUISHING FEATURES OF THE CLASS:

This seasonal position exists in the county service and involves responsibility to supervise work of Park Security Guards on assigned shifts at the Emerson Park patrolling by foot and in vehicles to maintain order and preserve county property. An incumbent assigns Park Security Guards to areas of the park to prevent vandalism, aid visitors, and provide security. Additionally, an incumbent provides coordination of the security activities of Park Security Guards and other cooperating law enforcement agencies in the prevention and detection of crime and arrest by appropriate law enforcement agencies in event of suspected criminal activity. A Supervising Park Security Guard may also perform routine patrol activities similar to those of a Park Security Guard. The work is performed under general supervision of the Cayuga County Park Commission with leeway allowed for planning and supervising security activities in the park. Supervision is exercised over the work of a staff of Park Security Guards. This position does not involve any responsibility for performance of police duties such as enforcing state and local laws or apprehending violators. Rather, in cases where a crime is involved, employees in this class are responsible to notify police or report the occurrence to appropriate officials. The work is usually performed during late night hours and early hours of the morning. The incumbent does related work as required by the Cayuga County Park Commission.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Schedules tour of duties for Park Security Guards, issues special orders for daily patrol and assignments through oral briefings and written bulletins, and reviews their work in progress;

Interviews prospective Park Security Guards for seasonal positions subject to approval by the Park Commission;

Confers with local and State law enforcement agency personnel and sponsors of events to be held in the park;

Patrols county park property on foot and by vehicle to ensure persons using the facilities obey park regulations and county laws relative to public order on park lands;

Supervises the response of Park Security Guards to violations and vandalism through personal observation and/or notification from citizens or law enforcement agencies;

May call for assistance by radio or telephone to county or State law enforcement agencies for their assistance in crowd control or prevention and detection of crimes and arrest by Police Officers in event of suspected criminal activity;

Supervises and makes initial investigations of infractions of park rules concerning vandalism by inspecting physical scene;

Oversees the response to non-criminal activities by Park Security Guards such as personal injuries, missing persons, or stranded motorists, and ensures appropriate service is rendered;

Uses radio or telephone to call for assistance in case of injury or stranded motorists;

Oversees crowd control at special park events;

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols building and checks windows, doors, and entrances to buildings to ensure they are closed and locked;
Checks parking lots for unauthorized vehicles;
Prevents admittance to the premises of unauthorized persons;
Investigates unusual conditions or disturbances to attempt to determine the cause and notifies appropriate officials when warranted;
Makes fire checks to ensure park buildings, shelters, and boat launch are free of fire hazards and related problems;
Maintains a record of building conditions on assigned shift;
Prepares a variety of records and reports related to the work required by the Cayuga County Park Commission.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of park rules and regulations;
Good knowledge of security methods and procedures as they relate to prevention of vandalism and enforcement of park rules and regulations;
Ability to plan and supervise the work of a number of Park Security Guards;
Ability to learn and apply State and local laws and regulations in prevention of vandalism to park property;
Ability to patrol park property on foot and automobile under all weather conditions;
Ability to identify particular needs to successfully operate a seasonal Park Security Guard force through review of oral and written reports;
Ability to deal tactfully and courteously with the public;
Ability to prepare a variety of records and reports as directed by the Cayuga County Park Commission;
Good powers of observation;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from high school or possession of a high school equivalency diploma AND three (3) years of experience as a Police Officer, Deputy Sheriff, Corrections Officer, or equivalent or higher level position in a public or private agency; OR
- (B) Successful completion of a New York State approved park ranger school AND one (1) year of experience as a Park Ranger; OR
- (C) Graduation from high school or equivalent AND two (2) seasons of experience as a Park Security Officer; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a current valid New York State Motor Vehicle Operator's license.