



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **PARK SECURITY GUARD****
Jurisdictional Class: Non-Competitive (**Seasonal)
Civil Division: Emerson Park
Adoption: CSM 5/10/82
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This seasonal position exists in the county service under the jurisdiction of the Parks Commission and involves responsibility to work on an assigned shift at the Emerson Park patrolling on foot or by vehicle to maintain order and preserve county property. Activities of employees in this class are limited to the confines of the park. Incumbents enforce park regulations concerned with preservation of order and to prevent damage or destruction of park property. Sheriff's Deputies or Police Officers are summoned in event suspected crimes are committed and arrests may be warranted. The scope of an incumbent's enforcement duties are limited to patrol, investigation, and reporting of incidents, and security of the park. The work is performed under supervision of a Supervising Park Security Guard with leeway allowed for exercise of independent judgment in carrying out assigned duties. 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. Employees of this class do not supervise the work of others. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Patrols county park property on foot, motorized cart, automobile, or snowmobile to ensure persons using the facilities obey applicable rules, regulations, and ordinances;
Observes county park property for damage, vandalism, trail and road obstructions, and safety hazards, and reports incidents to superior;
Responds to violations of park rules, ordinances, and regulations through personal observation or radio call, and ensures order is kept and prevents vandalism;
Reports violators of park regulations, rules, or ordinances;
Investigates incidents by inspecting scene and collecting physical evidence;
Responds to emergencies of persons in the park such as personal injury, missing persons, stranded motorists, etc., by rendering appropriate service such as using hand-held or car radio to call for medical assistance, searching for lost children, or use mechanical assistance for stranded motorists, and logs information on appropriate form;
Gives out information to park visitors regarding location of restrooms, picnic areas, rules and regulations, and planned activities;
Participates in crowd control at special park events by setting up barricades, directing pedestrian traffic, answering questions from the public, and observing suspicious activity;
Performs a variety of miscellaneous tasks such as opening and closing park gates, transporting personnel and property, posting notices and bulletins, and other matters pertaining to security of park property;
Checks picnic shelters to ensure their readiness for use by the public who have reserved area;

TYPICAL WORK ACTIVITIES, continued:

Patrols buildings 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 as required by the Cayuga County Park Commission.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of park rules and regulations;
Working knowledge of security methods and procedures as they relate to prevention of vandalism and enforcement of park rules and regulations;
Ability to learn and apply State and local regulations and laws in prevention of vandalism to park property;
Ability to patrol park property on foot, by automobile, motorized cart, and/or snowmobile under all weather conditions;
Ability to deal courteously and tactfully with the public;
Ability to follow oral and written instructions;
Ability to prepare a variety of records and reports;
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; OR
- (B) Successful completion of a New York State approved park ranger school; OR
- (C) One (1) year of park work experience involving contact with the public in the enforcement of rules and regulations; OR
- (D) An equivalent combination of experience and training as defined within 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.