

Civil Division: Oneida County Government, Towns, Villages,
Schools, Libraries (part-time)
Jurisdictional Class: Labor
EEO Category: Service; Maintenance
Reviewed: 08/10/12

WATCHPERSON

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for valuable property and supplies, usually at a time when employees who are normally responsible for their care and use are not present. They watch over buildings and property during the late hours of the night and early hours of the morning. Employees in this class must be honest, reliable and conscientious. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Checks all windows, doors and entrances to the building to make certain they are closed;
Checks all valves to see that they are in operating order;
Prevents admittance to the premises of unauthorized persons;
Investigates unusual conditions or disturbances;
Prevents damage to property;
Checks all conditions of fire hazard;
When assignments permit, performs routine cleaning and maintenance duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the duties and responsibilities of a watchperson; ability to make minor emergency repairs to plumbing, lighting, and heating system; ability to follow oral or written directions; ability to think and act quickly in an emergency and write accurate reports of incidents; ability to read and write English; willingness to work nights or on unusual shifts; integrity; reliability; courage; sobriety; good vision and hearing.

MINIMUM QUALIFICATIONS: None required.

Adopted: "Watchman" 1990's
Revised: 8/28/92, 04/03/95

Title changed to: "Watchperson" 05/07/96
Reviewed: 08/10/12