

<b>Watchkeeper</b> (Recommend Deleting)	<b>Skill Level:</b>	3
<b>FLSA Status:</b> Non-exempt	<b>IPEDS:</b>	710

Job Purpose: Work performed in routine safeguarding of property and facilities against any loss or danger.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

- Makes periodic rounds of buildings and grounds in an assigned area to watch for prowlers, fires or any other cause that could result in loss, damage or danger to persons or property.
- Checks and gives directions to visitors.
- Maintains daily activities log.
- Checks water and steam pipes for leaks.
- Writes simple reports pertaining to loss, damage or danger.

Supplemental Functions:

- All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.
- These functions may vary by institution.
- Incumbents may provide backup to various functions within the unit.
- May be required to perform related clerical tasks as assigned
- Performs other work as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

Completion of the tenth grade required.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of the appropriate steps to be taken in case of fire, theft, or illegal entry.  
Knowledge of rules and regulations regarding state buildings and grounds.  
Knowledge of the physical complex of buildings and grounds to be guarded.  
Knowledge of basic safety and accident prevention methods.  
Ability to react quickly and calmly in emergency situations and to follow a predetermined course of action.  
Ability to understand and follow oral and written instructions.  
Ability to lift light and heavy weights.  
Ability to establish and maintain an effective working relationship with the public, the students and other employees.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	3	332012113

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.