

Town of Perinton

Job Title:	Guard	Job Category	Civil Service
Department:	Supervisor's Office	FLSA Status:	Hourly, Non-Exempt
Reports to:	Director of Safety & Security	Pay Range:	\$19.00 - \$21.00 per hour
Job Summary			
<p>The Town of Perinton is currently seeking a full-time Guard to work 4:00 PM – 12:00 AM, Monday – Friday.</p> <p>This position is responsible for securing Town buildings and parks facilities to deter from theft, vandalism, accidents and illegal entry. Possess the ability to keep and maintain order; ability to cooperate with law enforcement agents; ability to cope with emergencies. Physical condition commensurate with the demands of the position. The employee works under general supervision of higher staff member.</p>			
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Patrols buildings and grounds to maintain order and checks and secures sensitive areas; • Patrols parking areas on foot and/or car to ensure compliance with regulations; • Inspects buildings and outside areas for fire or accident hazards; • Keeps records of patrol activities and writes daily reports; • Interact with public • Summons fire department, police or sheriff in emergencies; • Other duties as assigned. 			
MINIMUM QUALIFICATIONS AND REQUIREMENTS			
<ul style="list-style-type: none"> • Graduation from high school or possession of an equivalency diploma, plus current registration as a Security Guard with the New York State Department of State. • Possession of a valid license to operate a motor vehicle in New York State. 			
KNOWLEDGE, SKILLS & ABILITIES			
<ul style="list-style-type: none"> • Working knowledge of the law as it applies to keeping the peace; working knowledge of the physical plant and grounds on which employed; ability to enforce departmental rules and regulations; ability to detect and correct fire or accident hazards; ability to keep and maintain order; ability to cooperate with law enforcement agents; ability to cope with emergencies; ability to maintain simple records and to write factual reports; ability and willingness to take orders from superiors; ability to safely operate a motor vehicle; ability to communicate effectively both orally and in writing; good judgment; physical condition commensurate with the demands of the position. • Provisional candidates must meet the minimum requirements established by Civil Service, sit for the next examination for the position and be reachable on the resultant civil service list. 			
Posting Dates	April 1, 2024 – April 15, 2024		
Email Cover Letter & Resume	Nina Cypher HR Director, Town of Perinton ncypher@perinton.org		