

CITY OF CHELAN JOB DESCRIPTION

TITLE: NIGHT SECURITY

DEPARTMENT: Parks and Recreation

REPORTS TO: Recreation and Facilities Supervisors

SUPERVISES: None

WAGE: \$13.50 to \$15.25

DATE ADOPTED/REVISED: 2018 **SALARY GRADE PT:** 2018 Budget

POSITION PURPOSE

This person is responsible for security throughout all park areas including the Lakeshore RV Park, Don Morse Park, Lakeshore Marina, Lakeside Park, athletic fields and all parking lots and beach areas. Assistance will be provided by the local sheriff's department in addressing identified problems as needed.

ESSENTIAL JOB FUNCTION

- Greeting the public using positive public relations and image to the City's benefit
- Walks or rides a bicycle through park facilities to assure park patron and staff safety
- Keeps accurate daily log/blotter and may use computer-entered data
- Document accident and incident reports indicating problems and action taken
- Advises park users of policies and regulations and take appropriate action
- Closes all day use facilities and insures all city-maintained restrooms are locked each evening

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Coordinates with RV park staff for known issues and late check-ins
- Checks the restrooms to make sure they are safe, clean, and working properly
- Identifies problems in parks and takes appropriate action as instructed
- Onsite support at Putting Course during the evening when they are closing the office
- Aids in transporting money from the marina and putting course at closing when needed
- Perform other duties as assigned

WORKING CONDITIONS

- Work is performed outdoors during the evening and early morning hours
- Work may be required to be performed during poor weather conditions
- Job is subject to shift work Monday through Sunday and holidays

PHYSICAL JOB REQUIREMENTS

- Must have stamina enough to be able to walk for long periods of time
- Must be able to write reports clearly and accurately
- Must be able to speak and write English
- Must be able to communicate effectively with customers, staff and emergency services
- Must be knowledgeable of security methods and practices
- Must be able to maintain situational awareness of their surroundings at all times

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Knowledge of all park rules and regulations
- Ability to communicate with the public in a positive and effective manner
- Ability to write reports in a clear concise manner
- Ability to observe any potential problems/maintenance needs and notify the appropriate person immediately
- Ability to work individually and stay on task without constant supervision

QUALIFICATIONS REQUIRED

- Positions Requires a Valid Washington State Driver's License with driving record free from serious or frequent violations.
- CPR and First Aid Certificates preferred

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.