CURRENT VACANCY

POSTING DATES: August 3, 2020 THROUGH: August 14, 2020

Job Title: Security Guard / Part-Time & Seasonal
Salary Range: 15.09/Hourly
Department/Bureau: Department of Environmental Services / Commissioner’s Office / Security

TYPICAL WORK ACTIVITIES:
- Patrols an assigned area to insure safety of persons and property;
- Monitors audio-visual security systems;
- Investigates complaints and disturbances;
- Keeps patrol area orderly and notes any problems needing the attention of superiors;
- Apprehends lawbreakers and disorderly persons in keeping with the jurisdiction of his job;
- Inspects buildings and property for safety, health or fire hazards and brings details to attention of superior;
- Enforces vehicles and safety regulations as required by specific assignment;
- Keeps order at public gatherings and at special events;
- Makes regular reports of events occurring during their shift or detail;
- Provides information to visitors regarding locations of City buildings, services, functions, and specific personnel and directs them accordingly;
- Assumes desk duty at an assigned post at request of supervisory personnel;
- May receive, check, and sign for registered mail and other deliveries made after normal working hours.
- Performs special assignments at request of supervisory personnel.

MINIMUM QUALIFICATIONS:
- High school diploma or GED; PLUS;
- Possession of NYS Security Guard Certification at time of application.

SPECIAL REQUIREMENTS:
- Possession of a valid New York State class D driver's license. This license must be maintained throughout employment in this job.
- NYS Security Guard Certification will continue to be required throughout employment.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Friday, August 14, 2020. Application will be accepted through that date in Room 103A, CITY HALL. Please be certain that your application is complete and describes all relevant experience. Applications will be reviewed based upon the information supplied. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City’s website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

CITY RESIDENCY IS REQUIRED AT TIME OF APPLICATION

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

Thomas Miller, Principal Staff Assistant

EEO/Americans with Disabilities Act Employer