



Job Description

TITLE: Park Security Guard	JOB CODE: 6400
DEPARTMENT: Parks and Maintenance	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Law Enforcement
UPDATED: March 29, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, provides protection for the physical structures located at McGee Park; assists park users by opening designated areas, turning on lights, heat, and P.A. system; patrols parks areas to prevent theft, vandalism, fire, and burglary, and to control access to the grounds; notifies the Sheriff's Department in the event of suspected criminal or dangerous occurrences. The Park Security Guard collects, logs, and balances fees received to ensure a compliant cash handling procedure

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Patrols the park areas to provide protection for the physical structures and for users of the parks; assists users by opening designated areas, turning on lights, heat, and P.A. system.
- Patrols the McGee Park grounds to prevent theft, vandalism, fire, or burglary and control access to the grounds; examine doors, windows, and gates to determine that they are secure; conducts complete patrol every two (2) hours at varying times
- Inspects equipment and machinery to ascertain if tampering has occurred.
- Receive fees for rental of stalls, RV space, other building rental collected at McGee Park; issue receipts and/or change to customers; maintains cash receipt log/records.
- Prepare and balance daily cash log; ensure and comply with cash handling procedure, including transport and securing of cash
- Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles; apprehends or expels persons engaging in suspicious or criminal acts; notifies Sheriff's Office of serious incidents.
- Watch for and report irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.
- Observes departing personnel to guard against theft of county property.
- Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons; permits authorized persons to enter property.
- Guards may be required to answer the telephone or take messages after the Department switchboard is closed. Assist the public as necessary. Notify the Sheriff's Department in the event of suspected criminal or dangerous occurrences. Must pass a security background check. Must be willing to do shift work, work weekends, and holidays. May be called to work on short notice.
- Registers at watch stations to record time of inspection trips.
- Records data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for supervisory staff use.
- Sets thermostatic controls to maintain specified temperature in buildings or cold storage rooms; tends furnace or boiler.
- Regulates vehicle and pedestrian traffic at park entrance to maintain orderly flow.
- Pens loose horses, notify owners.
- Works events at McGee Park.
- Performs other related duties as assigned.

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Required Knowledge and Skills:

- Knowledge of security methods and procedures.
- Knowledge of laws and regulations related to security services.
- Knowledge of safety rules and regulations related to security services.
- Knowledge of cash handling methods and practices.
- Knowledge of schedule of events and requirement of users for each assigned shift.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of County policies and procedures.
- Skill in working under pressure and remaining calm under dangerous and hazardous situations.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in compiling and preparing reports and related information.
- Skill in following oral and written instructions, policies and procedures.
- Skill in communicating effectively, both orally and in writing.

Education and Experience

- High School diploma or GED equivalent and one (1) year of experience in security or law enforcement.
- Must pass a security background check.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and an outdoor environment; frequently exposed to wet and humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; and extreme heat. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually very loud.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____