

Department: In all Civil Divisions

Classification: Labor

Grade: 4

SPEC DISK D2  
DOCUMENT 06

### WATCHPERSON

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for watching over buildings and property. Employees in this class are responsible for valuable property and supplies, usually at times when employees who are normally responsible for their care and use are not present. Work is usually performed during the late hours of the night and early hours of the morning. Employees in this class must be honest, reliable and conscientious. The incumbent does related work as required.

**Note:** *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Patrols public buildings and properties;  
Checks all windows, doors and entrances to buildings to make certain they are closed;  
Prevents admittance to the premises of unauthorized persons;  
Investigates and notifies proper authorities of any unusual conditions or disturbances;  
Prevents vandalism to properties;  
Checks conditions of fire hazards.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

General knowledge of the duties and responsibilities of a watchperson; ability to make minor emergency repairs to plumbing, lighting and heating systems; ability to think and act quickly in emergencies and write accurate reports of incidents; willingness to work nights and on unusual shifts; integrity; reliability; courage; sobriety; good vision and hearing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

None are required.

Amended: 06/05/96