CLASS TITLE:  Watchman

CHARACTERISTICS OF THE CLASS:  Under supervision, the class protects and maintains security and safety in and around City buildings and surrounding grounds; and performs related duties as required.

ESSENTIAL DUTIES: Patrons building corridors, lobbies and grounds in order to protect premises from unauthorized entry, crime, vandalism, fire and other safety hazards; checks doors, windows, gates and other entryways to ensure that they are properly closed and locked and that premises are secure; instructs persons entering or departing premises to sign log and record information such as name, destination, and time; allows entry of authorized persons to property; maintains alertness and watches for and reports irregularities such as fire hazards, attempted theft, forced entry and security doors left unlocked; notifies supervisors and police and fire in the event of emergencies; maintains incident logs and prepares work reports.

MINIMUM QUALIFICATIONS:

Training and Experience.  Willingness and ability to perform the work.  Knowledge, Abilities and Skill.  Knowledge of basic procedures and techniques used in providing building and property security.  Knowledge of department’s security procedures.

Physical ability to patrol assigned areas.  Ability to assess the severity of security violations and emergencies and respond accordingly.  Ability to maintain records and prepare routine reports.

Oral communication skills.  Basic written communications skills.

Working Conditions.  Inside: General office or equivalent environment.  Outside: Exposure to extreme temperatures and weather conditions.


NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

January, 2007
City of Chicago
Department of Human Resources