



CLASS TITLE: WATCHMAN

CHARACTERISTICS OF THE CLASS

Under supervision, positions are responsible for protecting and maintaining the security and safety of various city-wide facilities including multi-level warehouses, office buildings and parking lots, on a 24 hours seven days a week (24/7) basis, working assigned shifts and weekends, and performs related duties as required

ESSENTIAL DUTIES

- Monitors security cameras and alarms from a central location (i.e. Command Center), viewing designated sites via cameras and responds to alarms system wide to ensure premises are safe and secure from unauthorized entry, vandalism and other security risks
- Receives calls from Watchmen in the field reporting security and safety incidents, and initiates appropriate level of response by calling 911 for Police or Fire emergency response or contacting supervisors or other department managers
- Patrols the interior and exterior of designated facilities and locations during working and non-working hours, to protect premises from unauthorized entry, vandalism, fire and other potential security and safety threats
- Walks through the interior of facilities, ensuring that only authorized personnel are in building
- Walks the exterior of buildings, checking that doors are secured, fence lines are intact, vehicle gates are secured, and that exterior lighting is in working order along with other security checks
- Mans a guard post at the entrance of a facility or warehouse, checking for proper identification of personnel seeking entry and monitoring the entry and exit of vehicles, supplies, materials and personnel
- Prepares incident reports documenting safety or security violations for review and use by management
- Checks in with the Command Center on an hourly basis as part of work procedures
- Drives to various locations as part of a roving or mobile patrol, performing security and safety checks around the exterior of facilities including large parking lots

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Willingness and ability to perform the duties of the job

Licensure, Certification, or Other Qualifications

- Depending on job assignments, some positions require a valid State of Illinois driver's license

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine)
- Communication equipment (e.g., two-way radio, pager system)
- Flashlight, safety vest, hard hats and rain gear

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to climb staircases

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- safety and security practices related to building and property
- basic computer operations relating to security camera monitors

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2014