**** **JOB DESCRIPTION**

**Job Title:** Facility Night Watchman/Maintenance

**Incumbent:**  ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:**  Aquatics

**Reports to:** Aquatics Director

**FLSA Classification:**  Non-Exempt, Part Time

**Supervises:**  No

**Created / Updated:** 5/2021

**POSITION OVERVIEW**

Facility Nigh Watchman, under the direction on the Aquatics Director is responsible for providing continuous monitoring of the facility after hours to prevent trespassers from entering facility grounds. This position will require law enforcement intervention if trespassers are found on PDAC Grounds. Additional duties include but are not limited to, cleaning pools, drains, deck maintenance, and carpet cleaning during nightly shift.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Always monitor the facility and grounds.
* Does not directly engage with trespassers until the authorities have arrived on the facility grounds.
* Notifies the authorities when trespassers enter the facility and will be required to press charges.
* Follows protocol when reporting trespassers to the authorities.
* Present written descriptive reports for all incidents
* Preforms hourly facility perimeter patrols ensuring all entrances and exits are properly secured to maintain safety.
* Ability to use judgement effectively to ensure that jobs are completed in the safest way.
* Ability to respond calmly and make rational decisions in stressful situations with the public, co-workers, and the authorities.
* Must work with the public in a professional manner.
* Need to be able to work independently and have great time management skills to complete assigned tasks.
* Operate surveillance equipment to detect suspicious or illegal activities.
* Investigate illegal or suspicious activity and act as appropriate.
* Maintenance duties assigned during nightly shifts will need to be completed as tasked, including but not limited to pool cleaning, and drain/deck maintenance.
* Always maintain awareness during scheduled shift.
* Need to be fully alert and maintain safety standards required by the facility and YMCA.
* Leadership – Maintain a positive, upbeat role, promote, and exemplify Company values and represents departmental objectives and interests to internal and external customers.
* Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
* Teamwork - Develop and promote teamwork and cooperation among co-workers
* Safety – Comply with established safe work practices and attend to all safety-related training provided or made available by the Company.
* Other duties as assigned

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

* High School Diploma or Equivalent
* 1 year experience or training in a security like position
* Experience in a safety position is preferred.

**Required Technical / Other Skills and Abilities**

* Must be 21 years of age.
* Ability to work overnight shift.
* Ability to work unsupervised.
* Must have great oral and written communication skills.
* Must be fluent in English.

**PHYSICAL DEMANDS**

The physical demands described on the attached “Physical Demands of Position” chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached “*Physical Demands of the Position”.*

**CONFIDENTIAL INFORMATION**

This position has no access to confidential information.

**COMPANY FUNDS**

This position has no access to company funds.

**ACKNOWLEDGEMENT**

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

|  |  |
| --- | --- |
| *Signed - Employee* | *Date:* |
| *Signed – Supervisor* | *Date:* |

cc: Incumbent, Supervisor, Personnel File

**PHYSICAL DEMANDS OF POSITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title: | Facility Night Watchman/Maintenance | | Date: | 5/14/2021 |
| How many hours are worked per day? | | 5 | | |

**When completing this form, look at the job from a typical/average workday perspective.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Percentage Time Designation** | | | | |
| **PHYSICAL ACTIVITY** | **Rarely**  **<1%** | **Occasionally 1-33%** | **Frequently 34-66%** | **Continuously 67-100%** |
| Stand | ☐ | **X** | ☐ | ☐ |
| Walk | ☐ | ☐ | **X** | ☐ |
| Sit | ☐ | **X** | ☐ | ☐ |
| Use hands to finger, handle or feel | ☐ | ☐ | **X** | ☐ |
| Reach with hands and arms over shoulder | ☐ | **X** | ☐ | ☐ |
| Reach with hand and arms over head | ☐ | **X** | ☐ | ☐ |
| Climb or balance | ☐ | **X** | ☐ | ☐ |
| Stoop, kneel, crouch, or crawl | ☐ | **X** | ☐ | ☐ |
| Talk or hear | ☐ | ☐ | **X** | ☐ |
| Taste or smell | ☐ | ☐ | **X** | ☐ |

i.e., Position requires standing 1/3 of the time.

**Does this job require that weight be lifted or force be exerted? If so, how much and how often**?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Percentage Time Designation** | | | | |
| **WEIGHT** | **Rarely**  **<1%** | **Occasionally 1-33%** | **Frequently 34%-66%** | **Continuously 67%-100%** |
| Up to 10 pounds | ☐ | ☐ | **X** | ☐ |
| Up to 25 pounds | ☐ | ☐ | **X** | ☐ |
| Up to 50 pounds | ☐ | **X** | ☐ | ☐ |
| Up to 100 pounds | **X** | ☐ | ☐ | ☐ |
| More than 100 pounds | **X** | ☐ | ☐ | ☐ |

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

**Does this job have any special vision requirements? Check all that apply**.

|  |  |
| --- | --- |
| **x** | Close Vision (clear vision at 20 inches or less) |
| **x** | Distance vision (clear vision at 20 feet or more) |
| **x** | Color vision (ability to identify and distinguish colors) |
| **x** | Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) |
| **x** | Depth perception (three-dimensional vision, ability to judge distances and spatial relationships) |
| **x** | Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) |
| ☐ | No special vision requirements |

**List specific job duties that require the physical demands selected above:**

|  |
| --- |
| Hourly perimeter patrols, pool cleaning, drain/deck maintenance, other duties as assigned. |