

## **PROPERTY ATTENDANT**

**GENERAL STATEMENT OF DUTIES:** Performs routine tasks in safeguarding County property against any possible loss of damage from theft, fire, vandalism or other causes; may be required to carry out general maintenance duties including snow and ice removal; provides information on departmental areas and facilities; work is performed under supervision as assigned; performs related duties as required.

### **STATEMENT OF TASKS:**

Guards designated County property against fire, theft, vandalism and illegal entry;  
Makes building and grounds safety and security checks, monitors computerized environmental systems, watches for and reports unusual conditions, occurrences and irregularities;  
Continually looks for safety hazards and takes corrective action when possible and reports those where action cannot be taken;  
Permits authorized persons entry to County property;  
Guards against theft of County property;

### **MAY BE REQUIRED TO:**

Remove snow and ice, operating appropriate equipment;  
Remove paper designated for recycling;  
Stock departments with required supplies;  
Perform custodial duties as required;  
Maintain a daily log of activities and prepare necessary reports.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to perform safety and security checks;  
Ability to operate trucks and tractors used in snow removal and hand salt designated areas;  
Ability to operate computerized monitoring equipment;  
Ability to work with minimal supervision;  
Ability to follow oral and written directions;  
Ability to attend work regularly and work under stressful conditions.

Property Attendant

**MINIMUM QUALIFICATIONS:**

Six (6) months experience in a custodial, maintenance or security capacity.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license;

Must be willing to work 2nd or 3rd shift, weekends, holidays and irregular hours;

May be required to wear a prescribed uniform.

Established: April 10, 1992

Revised: January 12, 1999

  
Personnel Director