



# City of New Philadelphia, Ohio

## JOB DESCRIPTION

**Division/Department:** Parks and Recreation

**Location:** City Park and Recreational Facilities

**Job Title:** Park Security Guard

**Reports To:** Superintendent, Parks and Recreation

**Supervises:** N/A

**Hours:** Maximum 40 hours per week, as scheduled by supervisor.

**EXEMPT**

**NON-EXEMPT**

**BARGAINING**

**NON-BARGAINING**

### SUMMARY OF POSITION

Performs general security guard duties in the protection of the park property and safety of everyone.

### EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
  - Ability to solve practical problems through the use of critical thinking skills.
  - Interpret a variety of written and oral instructions.
- Mathematical:
  - Ability to perform ordinary mathematical/algebraic procedures in practical applications.

### CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma or GED
- CPR certification from any accredited lifesaving course (i.e., YMCA, American Red Cross, etc.)
- Valid Ohio driver's license
- Equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.
- Ability to frequently bend, squat/kneel, twist/turn, and reach above shoulder.
- Ability to occasionally climb and type on keyboard.
- Ability to frequently lift up to 60 pounds and occasionally up to 100 pounds.
- Ability to sit continuously for four (4) hours with break.
- Ability to walk/stand continuously for eight (8) hours with break.

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<b>Reports To:</b> Superintendent, Parks and Recreation		
<p><b>SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:</b></p> <ul style="list-style-type: none"> <li>• Patrols on foot to serve citizens and protect Park property.</li> <li>• Responds to calls for service.</li> <li>• Responds to citizen complaints.</li> <li>• Assists during emergencies, ensuring minimal injury to people and damage to property.</li> <li>• Writes up daily reports and provides suggestions for improved security.</li> <li>• Checks doors and windows and examines premises of unoccupied buildings to detect suspicious conditions.</li> <li>• Conducts surveillance when asked to do so.</li> <li>• Responds to calls for help and contacting the fire department or law enforcement if required.</li> <li>• Secures crime scene and evidence.</li> <li>• Locks all doors and checks windows after closing.</li> <li>• Transports nightly deposits to the bank.</li> <li>• Performs general office duties such as answering telephones, taking messages, and answering any questions of the general public.</li> <li>• Patrols the swimming pool as well as basketball courts on a regular basis.</li> <li>• Performs first aid to injured citizens and files accident reports.</li> <li>• Performs other work or duties assigned by supervisor or designee.</li> </ul> <p>► <i>Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</i></p>		
<b>WORK EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Ability to communicate effectively both orally and in writing in the English language.</li> <li>• Ability to perform all required duties, both mentally and physically.</li> <li>• Ability to work as a team member and maintain a working relationship with other workers.</li> <li>• Ability to work independently and is self-supporting.</li> </ul>		
REVIEWED BY	Rod Miller	<i>Title:</i> Superintendent
APPROVED BY	Joel B. Day	<i>Title:</i> Mayor

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