

## Job Description

**Job Title:** Patrol Officer  
**Job Code:** 70  
**Employee Name:**  
**Department:** Department of Safety  
**Location:** Main Gate  
**Reports To:** Supervising Sergeant  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 05/25/11 dd  
**Approved Date:**  
**Salary Level:**

### **SUMMARY**

Patrols and secures development property against fire, theft vandalism, and illegal entry by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- \*Patrols periodically, buildings and grounds of facilities and common areas of the subdivision.
- \*Examines doors, windows, and gates of facility buildings to determine that they are secure.
- \*Cautions violators of rule infractions, such as loitering, illegal entry or carrying forbidden articles. May expel violators or notify law enforcement of suspicious or criminal activity.
- \*Functions as Tuolumne County "Parking Enforcement Officer" for the purpose of issuing citations for violation of county parking ordinances.
- \*Inspects machinery and equipment to ascertain if tampering has occurred.
- \*Watches for and reports irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.
- \*Sounds alarm or calls sheriff, fire, or ambulance agencies by radio in case of fire, theft or medical emergency.
- \*Records data such as property damage, unusual occurrences, and malfunctioning of gates or equipment, and writes appropriate reports for use by the Association. Receives and responds to calls for service and/or violations. Prepares reports for referral to the General Manager when enforcement proceedings are necessary. Performs safety and equipment checks of various amenities on a daily basis. Prepares maintenance requests as necessary.
- \*Performs other reasonable duties as assigned and specific patrol duties (see attached).

### **SUPERVISORY RESPONSIBILITIES - None**

### **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**

Associate's Degree (AA) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of association members, guests, public or employees of the organization. Ability to effectively communicate using the English language for emergency radio and telephonic messages.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts. Ability to apply concepts of basic bookkeeping principles.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California driver's license required. First-aid and C.P.R. certification required. Current BSIS Security Guard Certification or ability to pass for one.

### **OTHER SKILLS AND ABILITIES**

Familiarity with dispatching and code abbreviations. Ability to operate specific computer software, equipment and tools.

### **PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and sit; reach with hands and arms; climb or balance; to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds and occasionally move more than 100 pounds when assisting semi-infirm members, and when removing dead animals from roadways. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The employee may also be exposed to diseased or vicious and aggressive animals.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.

## **Attachment to Job Description Specific Duties – Patrol Officer**

- Conduct visual and foot patrol at all amenities.
- Prepare written reports, on a variety of incidents, i.e., general complaints, miscellaneous accidents, lost and found items, and impounded animals.
- Assists in jump starting engines, checking on the welfare of residents for friends, family or other concerned parties.
- Removal of dead animals from PML streets, adjoining county roads and private property within PML.
- Perform minor repairs on inoperable gates, reset gate mechanisms.
- Visual roving patrol by vehicle on all PML streets, including Ferretti Road and the PML airport.
- Conduct gate card spot checks at gate entry points; confiscate unauthorized gate cards.
- Respond to residential alarms for inspection and/or notification.
- Enforce Association leash laws and other animal related rules and regulations; catch and impound loose dogs.
- Respond to disturbances, i.e., barking dogs, noisy parties, and loud music.
- Enforce violations of Construction rules and Regulations.
- Deliver and pick up messages or packages to residents.
- Enforce Association and county of Tuolumne parking restrictions; issue warnings or citations. Tow vehicles when applicable.
- Inspect and/or provide basic patrol vehicle maintenance, cleaning and repair.
- Deliver letters and packages, which originate from the Administration Office or any other PML department.
- Conduct special house checks for property owners.
- Investigate and prepare written reports of injuries that occur in the common areas.
- Post daily tennis schedule.
- Monitor tennis courts for unauthorized players.
- Post Association material at all bulletin boards. Remove unauthorized and outdated material.

- Open and secure gates and restrooms at Marina, Lake Lodge, Tennis Courts and fisherman's Cove.
- Inspect for hazardous conditions, such as trees down on power lines and streets, hazardous conditions due to ice and snow, propane leaks around amenities and private property.
- Escort visitors to their destination.
- Provide basic first aid and CPR as necessary.
- Direct and regulate traffic control within PML and adjoining public roads when requested by CHP, Sheriff or fire agencies.
- Deliver and post eviction notices.
- Respond to aircraft accidents/incidents at or around PML airport, provide assistance as requested.
- Operate patrol or pontoon boat as necessary when responding to lake emergencies.
- Check and monitor controlled and uncontrolled burning within PML.
- Assist or fill in as dispatcher, which includes all duties normally assigned to that function.
- Conduct fixed post observation near gate entrances, i.e., gate tampering, follow-through incidents.
- Frequently monitor beach activity at the Marina, Lake Lodge and Dunn court beaches. Provide assistance to Marina staff as necessary.
- Turn off/on water meters or PG&E meters as necessary.
- Turn on/off the lake pump as necessary.
- Salt hazardous areas of road and walkways when necessary.
- Provide transportation to residents and guests when needed.
- Clean animal kennels; provide food and water to impounded animals.
- Inspect golf course after hours.
- Respond to life assist patients through Sonora Regional Medical Center and Tuolumne General Hospitals.
- Attend training sessions conducted by the Department of Safety.
- Work overtime as needed, i.e., vacations, ill employees, summer season and designated emergencies.
- Maintain required licenses and certificates, i.e., driver's license, CPR and first aid.
- Assist local law enforcement agencies by responding to specific requests for assistance.

- Deliver/issue Stop Work orders for ECC.
- Perform lot inspections when requested by ECC; Receive complaints regarding any ECC matter.
- Maintain a good working knowledge of the CC&R's, Rules and Regulations, and Resolutions as they pertain to the Department of Safety and the patrol job function.
- Photograph accident scenes and injuries as required.
- Investigate and prepare written reports on all industrial injuries that are not classified as "first aid".
- Investigate and prepare written reports on all traffic accidents involving PML vehicles. Notify CHP when appropriate.
- Conduct fire inspections on properties in conjunction with the PML Fire Safety Program.
- Provide assistance and support role to outside agencies during emergencies and major disaster incidents.
- Conduct scheduled inspections of the PML Campground during the open season; monitor and coordinate campsites for fees and unauthorized usage; retrieve fees and transfer to PML Accounting Office.