

## **Pine Mountain Lake Association Job Description**

**Job Title:** Safety Officer  
**Job Code:** 70  
**Employee Name:**  
**Department:** Department of Safety  
**Location:** Main Gate  
**Reports To:** Supervising Sergeant  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 03/26/2021 sa

### **SUMMARY**

Receives, records, and processes property owner, guest, outside contractors and renter information in manual and automated file and provides and provides protective service by performing the following duties:

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

- Greets and screens all incoming traffic.
- Records information such as name, address, unit/lot and street address for data file.
- Dispatches appropriate personnel to emergency services or routine patrol activities.
- Maintain daily blotter of incidents and activity reported to the Department of Safety.
- Dispatches orders and relays messages and special instructions to mobile units and other departments.
- Dispatch patrol personnel to routine or emergency activities.
- Assist callers with a variety of information, such as entry passes, burn days, weather conditions, any/all inquiries and services requested.
- Keep accounting of lost and found items, take and prepare reports and release property.
- Register animals with PML, issue tags, collect impound fees, and release animals to owners.
- Assist all emergency and local agencies when requested; i.e., Service District, Fire Department, Medical, Fish & Game, Animal control and law enforcement.
- Notify emergency agencies of situations requiring their response; transferring emergency calls when necessary.
- Notify the Sheriff's Department of all vehicles towed by the Department.
- Register boats off-season to include issuance of PML stickers; verify insurance, registration and copy all necessary paperwork for file.
- Secure and account for all monies from fees collected; i.e., tennis, maps, parking permits, boat registration, impound fees and other miscellaneous fees; prepare receipts and prepare money drop at conclusion of each shift.
- Familiar with two-way radio etiquette by monitoring PMLA radios for emergencies; direct emergency traffic and provide back up as needed.
- Notify Maintenance Department of any gate problems .
- Notify PG&E, fire department, Telephone Company or Cable Company of any outages.
- Prepare and maintain file of active property owner house check requests or special watches.
- Maintain updated information for authorized vendor on entry into PMLA.
- Maintain Life Assist information for local hospitals.
- Maintain working knowledge of all PMLA's CC&R's, Rules and Regulations and Resolutions as they apply to the Department of Safety and the Dispatch function.
- Maintain a calendar of all amenity events, i.e., Lake Lodge, Golf, Country Club, Pool, Marina, Stables, Campground, Tennis and Fisherman's Cove.
- Maintain valid licenses/certificates as required.
- Attend Department of Safety training sessions as required, including CPR and First Aid.
- Update guest passes.
- Prepare, maintain records, and issue Warning Notices for parking permits.

- Prepare, maintain records, issue and sell property owner parking permits and Short term Rental Parking Passes.
- Preparation and filing of all paperwork i.e., reports, deeds, property owner and renter gate card applications, alpha cards, field interrogation cards, parking citations and enforcement notices of violation.
- Maintain cleanliness of office work areas.
- Regular, punctual attendance is required.
- Other duties may be 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**

Associate's degree (A.A.) or equivalent from two-year college or technical school; or a minimum of six months 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/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 or telephonic responses.

## **MATHEMATICAL SKILLS**

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

## **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 reach with hands and arms and talk or hear. The employee frequently is required to stand and sit for extended periods. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. 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 is regularly exposed to fumes of airborne particles due to numerous vehicle emissions. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals and risk of radiation.

The noise level in the work environment is usually moderate and occasionally loud.

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