

Pine Mountain Lake Association Job Description

Job Title: Safety Officer
Job Code: 70
Department: Department of Safety
Location: Main Gate
Reports To: Supervising Sergeant or Director of Safety
FLSA Status: Non-Exempt
Prepared Date: 3/18/2022 nmt/sa

SUMMARY

Receives, records, and processes property owner, guest, outside contractor, renter and vacation rental information in manual and automated file systems and provides vehicle patrol services by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Screens and processes all incoming traffic. Issues valid passes accordingly.
- Maintains information such as names, addresses, units/lots and street addresses for data records.
- Dispatches appropriate personnel to assist emergency services or for routine patrol activities.
- Dispatches orders and relays messages and special instructions to mobile units and other departments.
- Maintains records of daily Department activity.
- Keeps records of articles lost, found and claimed.
- Impounds loose dogs. Releases or transports dogs according to previously established Department policy and Association Resolutions.
- Adheres by all rules, regulations, policies and guidelines set forth in the Association's Covenants, Conditions and Restrictions, Resolutions, Department manual, and Association Employee Handbook.
- Operates Association vehicles in accordance with the regulations set forth in the California Vehicle Code.
- Reserves, coordinates and issues various recreational passes and registrations. Collects fees as per current fee schedule.
- Periodically patrols buildings and grounds of facilities and common areas within the Association's jurisdiction.
- Examines doors, windows, and gates of facility buildings to determine that they are secure.
- Writes and submits work orders for Association grounds, equipment and amenities.
- Cautions and/or cites violators of rule infractions, such as trespassing, illegal entry or carrying forbidden articles. May be required to expel violators or notify law enforcement of suspicious or criminal activity.
- Functions as a Tuolumne County 'Parking Enforcement Officer' for the purpose of issuing citations for violations of Pine Mountain Lake parking ordinances.
- Writes and issues Courtesy Notices for violations related to the Association's governing documents and Resolutions.
- Observes and reports irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.
- Sounds alarm or contacts emergency services in case of fire, theft or medical emergency.
- Records data such as property damage, crimes, unusual occurrences, and malfunctioning of gates or equipment, and writes corresponding reports for distribution and use by the Association.
- Receives and responds to calls for service and/or violations.
- Prepares reports for referral to the Director of Safety when enforcement proceedings are necessary.
- Performs safety and equipment checks of various amenities on a daily basis.
- Retrieves and delivers Association bank deposits

- 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

High School Diploma, GED or Associate's degree (A.A.) from two-year college or technical school; or a minimum of six months experience in a related field and/or training; or equivalent combination of education and experience. Must be at least 18 years of age.

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 using appropriate grammar and spelling. 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 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 preferred. Ability to pass a background check and become Guard Card certified within 30 days of employment.

OTHER SKILLS AND ABILITIES

Familiarity with dispatching and code abbreviations. Ability to type at a moderately fast pace, 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 50 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.