

Job Class Profile: Watchperson

Pay Level: CG-20 **Point Band:** 316-339

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	2	4	3	2	2	2	1	5	
Points	47	33	25	14	60	43	41	21	54	338

JOB SUMMARY

The Watchperson is primarily responsible for safeguarding government owned buildings and equipment.

Key and Periodic Activities:

- Guards and patrols inside and outside buildings/equipment watching for prowlers, disturbances, public access.
- Follows procedures and guidelines to ensure safety of buildings/equipment/public. Ensures that lights are on/off and that doors/gates/bridges are properly locked/opened in accordance with appropriate schedules/guidelines. Reports any action for repairs or replacement of equipment.
- Performs minor clerical functions including preparing occurrence/accident/ inspection reports on a regular basis; orders supplies; and completes attendance and forwards to appropriate personnel.
- Responds to inquiries by providing routine information.
- Performs minor janitorial work as required (cleaning windows, sweeping, mopping, dusting, cleaning toilets and packing away supplies).
- Performs snow clearing and ice control around building/equipment.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of work procedures and emergency protocols
- Knowledge of building maintenance, cleaning practices, equipment and supplies.

Formal Education and/or Certification(s):

- Minimum: High School Diploma

Years of Experience:

- Minimum: 1 to 2 years

Competencies:

- Ability to apply established techniques to complete activities.
- Ability to write straightforward texts such as incident and inspection reports.

- Ability to operate machinery.

Interpersonal Skills

- A range of interpersonal skills used include listening to information and asking questions in order to carry out assigned tasks and providing routine information to general public.
- The most significant contacts are with the general public, supervisor, and contract workers to provide routine information.

EFFORT

Physical Effort

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects less than 25 lbs occurs occasionally when shovelling snow or lifting debris that may be left around.
- Required to stand and/or walk when conducting ground patrols and mopping and sweeping floors. Occasionally, there is a requirement to work in awkward or cramped positions when checking in small areas.

Concentration

- There is a regular requirement for **visual** concentration or alertness when inspecting surroundings for intruders, problems, etc.
- **Auditory** concentration is experienced occasionally when listening for alarms or noises to indicate intrusion.
- **Time pressures and deadlines** are experienced when maintaining scheduled patrols etc.
- **Repetition** occurs with conducting regular checks and making sure that procedures are followed properly.
- **Exact results and precision** are required when performing tasks such as opening electronic gates/bridges to ensure nothing malfunctions.

Complexity

- Work involves performing tasks/activities that are similar/related, repetitive and are well-defined.
- A typical problem may be dealing with vandalism, intrusions.
- Guidelines and supervisory officials are available to deal with typical problems that may occur.

RESPONSIBILITY

Accountability and Decision-Making

- Work is highly monitored and controlled.
- Normally working on a shift alone where some discretion is exercised around prioritizing daily tasks and activities and who is authorized to be admitted to grounds/building.
- Supervisory approval is required to get a contractor for emergency repairs to buildings/equipment.

Impact

- Work results can have a positive impact within the immediate work area, department, and the general public when buildings/equipment are safely secured and maintained. Additionally, resources such as equipment (being secure/safe), facilities (being secure/safe), can be impacted as equipment/buildings will have less damage reducing repair/replacement costs.
- Mistakes or errors such as not being attentive to persons being around facilities/equipment can result in damage to the facilities/equipment which costs money to replace/repair.
- Errors are typically identified and resolved within hours of problem identification. Work tasks and activities are guided by written procedures/guidelines.

Development and Leadership of Others

- There is no supervision of staff.
- May provide orientation to new staff.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as safety vests and hard hat when inspecting some of surroundings. Safety precautions must also be taken in accordance with organizational safety procedures while working alone.
- The likelihood of injury or illness resulting from hazards in the job is limited.
- Exposed to unusual/distracting noise, dirt, dust, filth or garbage, glare, fumes, limited ventilation, limited lighting, dangerous heights, wet/slippery surfaces, isolation and awkward/confining workspaces while performing its daily functions and working in adverse weather conditions.