

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SITE SECURITY OFFICER

POSITION CODE: 41115

Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, patrols conservation parks, historic sites and facilities and enforces agency policies, administrative orders, regulations and security controls; advises site visitors of laws and regulations and apparent violations; makes initial response to disturbances in the park or site without use of physical restraint or force; collects camping fees, issues permits, totals and deposits cash, performs maintenance work when necessary. Positions included in this class must frequently work alone on a shift, guided by defined procedures, regulations and established work practices.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Patrols assigned conservation sites and campgrounds or historic sites buildings and grounds, affixes written warnings to unattended vehicles parked in restricted areas, reports reckless drivers and speeding violators to site superintendent or proper law enforcement agency; reports boats that are overcrowded, illegal hunting or trapping; responds to hazardous camp fires, noisy campers after quiet hours, illegal tree cutting, underage or excessive drinking; informs parties of regulatory infractions with tact and courtesy, and instructs individuals to leave the park if they fail to comply; contacts law enforcement officials when violators are uncooperative and signs complaints when arrests are necessary; reports vandalism or inoperative equipment in park to park supervisor.
2. Performs routine seasonal maintenance work when necessary in park or site, replaces lamps in security lighting, repairs signs, picks up litter, fires wood burning stoves, answers service complaints from campers or other visitors.
3. Collects camping fees and issues camping permits, signs in visitors; completes bookwork on camping fees collected and deposits cash.
4. Uses fire extinguishers to control small fires within site; advises appropriate fire control agencies of major fires; administers emergency first aid and CPR when the need arises.
5. May provide work guidance and training to temporary or part-time help in performing site security routines.

SITE SECURITY OFFICER (Continued)

6. Provides maps and other information to park users regarding safe and proper use of facilities.
7. Regularly patrols and checks for the proper operation of facilities and mechanical equipment, washrooms and bathhouses, water pumps and water and sewage treatment plants.
8. Performs routine operator maintenance and upkeep on equipment and vehicles used in the operation of security programs.
9. Testifies as a court witness when arrests are made by law enforcement officials.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school.

Knowledges, Skills and Abilities

Requires working knowledge of site rules and administrative orders.

Requires working knowledge of site facilities, features and services.

Requires ability to successfully complete a security training program during probationary period to become familiar with regulatory and service procedures.

Requires ability to perform basic mathematical computations and make change, to collect camping fees, total receipts and make night bank deposits.

Requires ability to exercise firmness and tact and courtesy in answering questions or complaints from park users or in confronting violators of park regulations.

Requires ability to patrol on foot, perform physical tasks necessary to routine maintenance.

Requires ability to prepare written reports of activities and incidents.

Requires ability to check radio equipment systems for proper operation and refer for service when necessary.

Requires ability to perform first aid and CPR, and maintain certification in those areas.

Requires an appropriate valid driver's license.