

# San Diego Country Estates Association

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## Job Description

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Community Relations Patrol	04/01/2010	( ) Exempt	
Position Title	Date	( x ) Non Exempt	
Community Relations Manager	CRD	Human Resources	
Reports To (Title)	Department	Prepared by (if different than "Reports to")	
HR Review	Date	Employee Review	Date

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### 1. PRIMARY PURPOSE:

To ensure the security of SDCEA assets and to support the Community Relations Department goals.

### 2. ESSENTIAL RESPONSIBILITIES AND RESULTS:

- Guard SDCEA premises to prevent fire, theft, vandalism, and illegal entry. (Daily)
- Continuously patrol the San Vicente Inn and golf course premises for intruders. (Daily)
- Examine doors, windows, and gates for security. (Daily)
- Lock and unlock doors. (Daily)
- Inspect security equipment. (Daily)
- Continuously inspect area for unsafe conditions such as broken lights, slick areas, etc. (Daily)
- Warn and expel violators of CC&R rules and Association policies. (As needed)
- Issue bar and restaurant bank keys to authorized persons. (As needed)
- Supervise clubhouse pool area and assist on-duty lifeguards. (Daily)
- Assist in covering of Clubhouse pool. (As needed)
- Log all activity during shift. (Daily)
- Coordinate with other security shifts on checks and lock-ups. (Daily)
- Contact local law enforcement officials. Report crimes and other related activities to local law enforcement agencies. (As needed)
- Assist fellow patrols with calls and duties. (As needed)
- Perform other related duties as required by manager. (As needed)

### 3. AMOUNT OF SUPERVISION RECEIVED:

This position receives occasional supervision and frequent instructions from Community Relations Manager or Night Lead. Incumbent frequently makes discretionary decisions with regard to security issues within guidelines established by department manger and the Association.

### 4. INTERACTION WITH OTHERS:

This position interacts daily with Community Relations Manager, Night Lead, other SDCEA department managers, and Community Relations personnel. This position interacts frequently with homeowners, guests, external law enforcement agencies and fire department.

**5. SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibility.

**6. PHYSICAL DEMANDS:**

The position requires frequent standing, walking, and climbing stairs, and frequent talking, hearing, and use of hands and fingers. This position occasionally requires stooping, kneeling, crouching, and reaching with hands and arms. Incumbent must be able to lift and carry up to 25 pounds on an occasional basis. Good close, distance and peripheral vision are required.

**7. WORK ENVIRONMENT:**

This position works primarily outdoors and is exposed to outdoor weather conditions, which can frequently be damp, windy, cold, or hot. Incumbent may occasionally work long days and unusual hours in darkness or light and may occasionally encounter aggressive intruders during the performance of duties. A moderate noise level is typical for the work environment of this job.

**8. USE OF DISCRETION AND INDEPENDENT JUDGMENT:**

This position is responsible for using sound judgment in the case of emergency or non-emergency issues. Discretion to be used daily.

**9. EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS:**

This position represents the company on a daily basis and must portray a professional appearance and demeanor.

**10. QUALIFICATIONS REQUIRED:**

- Education: Requires a minimum of high school diploma or equivalent.
- Experience: Requires a minimum of one year experience in security or law enforcement.
- Communication skills: Requires good oral and written communications skills; excellent customer service skills and knowledge of radio codes.
- Mathematical skills: No special math skills required.
- Computer skills: No special computer skills required.
- Reasoning ability and other skills: Must be able to quickly evaluate security situation and take appropriate action using knowledge of security rules and regulations and common sense.
- Certificates, licenses: Must have or be able obtain a "Proprietary Private Security Officer" card. Have or be able to obtain Adult CPR certification. Must have clear criminal and traffic records. Must have a valid California driver's license.

Distribution Upon Completion

- Original: Human Resources
- Copy: Manager
- Copy: Employee