

## Water Security Specialist

FLSA Status: Covered  
Bargaining Unit: District Council of Trade Unions (DCTU)

### General Summary

Positions in this class provide security and patrol functions to protect and ensure the safety of the buildings, employees, facilities and grounds of the Water Bureau; and is a first responder to water system emergencies during off-hours (swing shift, graveyard and weekends).

### Water Security Specialist - 3000138

#### Distinguishing Characteristics

The Security Specialist is distinguished from the Utility Worker by its primary responsibility for performing security and patrol functions.

#### Typical Duties/Examples of Work

1. Patrols and inspects buildings and grounds in a designated area by foot and/or vehicle, checks unauthorized access, suspicious people/circumstances; checks locks, doors and gates; provides building surveillance via telemonitoring.
2. Responds to intrusion alarms or other suspicious circumstances by checking the area and intervening or calling law enforcement personnel as appropriate; assists law enforcement personnel upon request.
3. Inspects grounds for general safety hazards that would endanger the public or staff and reports these for needed action or repair.
4. Responds to system emergencies such as main breaks; investigates the situation; contacts the Water Control Center operator or supervisor on duty; follows directions of the supervisor or crew leader in charge to perform functions such as reading facility maps to determine location of system appurtenances; performs emergency shut downs as needed to stop the flow of water and prevent property damage; establishes traffic control to protect the public; and assists the crew responding to the emergency as directed.
5. Responds to customer calls for emergency shut-off of water services.
6. Operates two-way radio to convey or obtain necessary information.
7. Assists with leadership and training of employees in safety procedures.

8. Responds to questions from citizens; explains city policy and procedures and/or refers citizens to the proper staff.
9. Maintains routine records; logs incidents in records; and writes daily reports of activity.
10. Administers first aid and call for emergency aid, if needed.
11. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: laws and safe practices in the operation of automotive vehicles and work zone traffic control; principles and methods associated with building and grounds security practices; methods and procedures in dealing with disruptive or suspicious visitors; emergency response techniques; and first aid techniques and criteria for determining if emergency aid is necessary.

Ability to: learn rules and enforce them; safely and effectively operate a motor vehicle; communicate effectively with a diversity of people; recognize choices and apply effective solutions; obtain certificates needed for specific assignments; respond to emergencies and employ effective course of action; investigate, troubleshoot or problem solve situations; make independent decisions; and apply first aid.

Skill in: following oral and written instructions; oral communication necessary to convey and obtain pertinent information from sometimes upset or difficult people; observing and detecting suspicious or problem situations; recording information and completing simple reports; operating an automotive vehicle; reading maps and simple construction plans.

**Special Requirements**

Valid state drivers license; some positions require additional endorsements, certifications, and/or licenses.

Ability to obtain State of Oregon certification as an unarmed security officer within 60 days of hire.

**Classification History:**

Adopted: 10/30/02

Revised: 08/04/04 Bargaining unit was changed from Nonrepresented to DCTU.

June 2009 - Change Job Class number from 1709 to 30000138, due to system change.

November 2011 – Removed language in General Summary pertaining to abolition of positions upon closing of City’s open reservoirs.

**Water Security Specialist, Lead - 30000137****Distinguishing Characteristics**

The lead level of this class typically performs all class duties and in addition serves as a lead over other Water Security Specialists. It is distinguished from the Water Security Specialist class by the lead assignment. Note: This is a premium pay class for assignment of lead duties. Employees do not accrue seniority or obtain status in this class. Employee is assigned from a base class.

**Typical Duties/Examples of Work**

1. Plans, schedules and coordinates work of city and contract employees on an assigned shift; determines resource needs; directs work of a crew or work group.
2. Patrols and inspects facilities and grounds, reviews reports, and otherwise monitors the activities of employees to maximize visibility of security personnel and to ensure that reporting and other procedures are followed.
3. Works effectively with community members and organizations, and social service and government agencies to protect the City's drinking water.
4. Promptly reports serious security breaches or violations of procedure to superiors; responds to urgent situations appropriately.
5. Makes presentations; provides training and guidance to assigned staff.
6. Completes special projects and performs other job related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: effective principles and practices of leadership; security and maintenance practices and procedures

Ability to: schedule, assign, and review the work of others; write and review incident reports; monitor the activities of assigned staff; inspect grounds and facilities for security breaches; respond appropriately to security breaches and violations of procedures

Skill in: providing training to others; providing lead direction to staff, including assigning and reviewing work; communicating with staff, supervisors, employees of other agencies and the public.

**Special Requirements**

Valid state drivers license; some positions require additional endorsements, certifications, and/or licenses.

Ability to obtain State of Oregon certification as an unarmed security officer within 60 days of hire.

**Classification History:**

Lead assignment adopted: 1/19/05

June 2009 - Change Job Class number from 1708 to 30000137, due to system change.

November 2011 – Removed language in General Summary pertaining to abolition of positions upon closing of City’s open reservoirs.

**Working Conditions**

Work in this class is typically performed in a field environment. Incumbent is typically required to negotiate rough terrain; to be called back to work during emergencies; to work in and around traffic, work site equipment or machinery; to be exposed to hazardous materials; to wear protective gear. Employee may occasionally be required to work outdoors in all weather conditions.