

Job Description

Title: Public Safety

Reports to: Donna Piercy

Summary of Position:

The Public Safety position is an important position at Fontana Village Resort. This position requires attention to detail, able to work with guests and employees in sometimes stressful situations.

This position is NOT an officer position, no weapons or firearms are permitted to be on self during working hours. You will not be detaining any individuals the Sheriff's office will be called in those types of situations. You will try and defuse a bad situation and keep everyone calm if faced with a disturbance. You will not be asked to place yourself or others in harm's way.

Job Responsibilities and Duties:

- Maintain safe and secure environment for customer and employees by patrolling and monitoring premises and personnel
- Patrol premises to ensure they are secure; may need to navigate ladders, ramp's, and stairs, as well as run on occasion
- Prevent losses and damage by reporting irregularities; informing managers of any suspicious activity by guests or personnel that may have happened in their department. Make them aware of any unlocked doors or items that may have been left unattended
- Control traffic by directing drivers or making them aware of speed limits
- Checking doors and making sure they are locked, and alarms armed
- Provide a sense of security to guests and personnel by patrolling the property, stopping into departments to check on any issues
- Completes reports at the end of each shift by recording observations, information, occurrences, and surveillance activities that will be shared to all Managers
- Identify potential security risks and respond accordingly
- Complete incident reports for guests or employees, being able to list all observations, making a report of all the information that is provided by the individuals, paying close attention to detail and your surroundings, able to photograph and record all incidents for insurance purposes
- Respond to emergencies and incidents within designated areas and promptly and according to policy
- Assist employees and visitors with any concerns they might have

- Escalate emergency situations to law enforcement as needed
- Monitor alarms and security cameras, when needed

Qualifications for Public Safety position:

- High school diploma or general education degree (GED) required
- Must be 25 years or older
- Ability to pass background check
- Must pass pre-employment drug screening
- Valid driver license in state of employment
- Previous public safety experience preferred
- Ability to stay levelheaded and respond quickly in stressful situations
- Proficient written and oral communication skills and basic computer knowledge
- Comfortable kneeling, carrying, bending. Walking, and standing for extended periods of time
- Ability to perform continuous exertion as needed
- Working knowledge of basic security techniques
- CPR certified
- First Aid knowledge
- First Responder preferred but not required

Print Employee Name: _____

Employee Signature: _____ Date: _____