



## **SNOW CREEK SECURITY**

**Range: 17**  
**Salary:**

**JOB DEFINITION:** Under direction of the General Manager and Assistant General Manager, to serve as the Agency's security and resident employee for the Snow and Falls Creek properties.

**SUPERVISOR:** Assistant General Manager

### **EXAMPLE OF DUTIES:**

The basic scope of work shall consist of providing security services and assisting the Operations Department with basic facility cleaning and stream data collection.

Employee will be responsible for general oversight of Snow Creek and Falls Creek properties, including the Snow Creek West Fork Property, with respect to preventing trespassing, hiking or camping in unauthorized areas, and will patrol assigned areas for signs of trespass, fire, vandalism, safety hazards, and damage to facilities. Any unauthorized activities or individuals within the Agency's boundaries shall be reported to the Agency, and any individual trespassing on Agency land may be held for questioning and for documentation of the incident by local law enforcement. Agency personnel shall escort trespassers off the Agency property and issue a verbal warning that they are trespassing and if caught trespassing again may be subject to civil and criminal prosecution.

Employee shall monitor motion sensors and security cameras via computer for the presence of any unauthorized individuals, vehicles or objects on DWA property and take appropriate action. Employee will be required to manipulate Pan Tilt Zoom cameras for this purpose, and program camera patrol patterns based on security concerns and trespasser activity. Employee will make setting adjustments, perform minor maintenance such as battery and computer memory replacements and, with authorization, relocate cameras and motion sensors periodically when their locations have been compromised by trespassers or as needed.

Employee will coordinate hired security, law enforcement, The United States Forest Service, The California Department of Forestry and Fire Protection, The Pacific Crest Trail Association, local residents, and utility companies to accomplish the purposes of Snow Creek Security and the associated facilities.

Employee will assist Operations Department by recording daily chlorination readings at the Snow Creek and Falls Creek Intakes; readings shall be obtained at a time of day specified by DWA management, collect one daily bacteriological water sample from both Snow Creek and Falls Creek Intakes. Sample container, time of sampling, method of collection and storage shall be as specified by the Agency.

Employee shall: perform routine site inspection of water intakes and associated structures, and report any abnormalities; perform regular cleaning of chlorine building, settling structure grates, and traveling screens. Employee will be required to alert DWA Operations Supervisor of Operations Stand-by personnel in event of rain, changes in weather which might affect streams or the operation of facilities, chlorine alarms or smell of chlorine, power outages, low chlorine

residual readings, chlorinator not feeding chlorine. Employee **will not** operate or perform maintenance on any DWA water system valves, electrical equipment, chlorination equipment, structures, or associated appurtenances; any repairs, adjustments or maintenance concerns are to be relayed to the Assistant General Manager or Operations Engineer.

Employee will reside in the DWA Snow Creek residence on a year-round basis, and shall be on-site for the majority of each day. Employee will be responsible for general housekeeping of the residence and garage, with any required repairs to be immediately reported to the Agency. Detailed description of the housing arrangement, work schedule, benefits, job duties, and site security will be negotiated under a separate employment and occupancy agreement.

Perform such other duties as outlined in **Exhibit A, Snow Creek Security Job Duties (attached to “EMPLOYMENT AND OCCUPANCY AGREEMENT”;** Snow Creek Security, Snow Creek Residence and Snow/Falls Creek Hydro Facilities) and further duties as may be assigned.

**QUALIFICATIONS:**

**Schooling and Certification:** High school diploma or G.E.D. required. **Must obtain a Water Distribution I certificate from the California Department of Health within 24 months of taking occupancy at residence.**

**Experience:** No experience necessary. **Although not required, law enforcement or security experience preferred.**

**License(s):** Valid California “C” Driver’s License

**Ability:** Must be able to work alone, make decisions and determine the correct course of action. Ability to use tact and diplomacy, promote and monitor the public's compliance with the Agency's Rules and Regulations. Strong communication and leadership skills, physically fit and willing to work odd hours. Ability to live in remote area with limited egress/ingress.

**PHYSICAL REQUIREMENTS:**

**Climbing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

**Examples:** Stairs

**Walking/hiking:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

**Examples:** Walking or hiking is required in order to patrol Snow, Falls and Chino creek sites

**Bending:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

**Examples:** Taking water samples

**Lifting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

**Examples:** May be necessary to remove branches from roadway

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

**Examples:** Driving or riding in vehicles

**Standing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

**Examples:** Standing on gravel, dirt, intake

**Repetitive motion:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

**Examples:** Writing, monitoring security cameras via computer

**WORK ENVIRONMENT:**

Caretaker responsibilities will occur both inside the Snow Creek cabin (while monitoring security cameras), as well as outside, and will take place in all types of weather; primarily high heat in the spring/summer months and warm/cool temperatures in the fall and winter. On occasion, there will be heavy rainfall, and the possibility of some snow. As the area of residence is remote, there is, on occasion, wildlife such as mountain lions, rattlesnakes and other reptiles, as well as rabbits, mice, and smaller non-threatening species. Additionally, there is potential for fire due to the forest conditions, and evacuation may be required during fire season.

**I have reviewed this Job Description with my Supervisor and received a copy.**

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Employee Signature

Date

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Supervisor Signature

Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***