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Employee Name (Please Print)

Date

Pine Mountain Club POA  
Job Description

Job Title: Patrol Officer  
Department: Patrol  
FLSA Status: Non-Exempt  
Reports To: Patrol Manager  
Approved By: General Manager  
Approved Date: 2018-06

**SUMMARY**

The Patrol Officer is a high-profile representative of PMCPOA's, policies and must present a positive image of both him/her and the Association at all times. The primary duty of the Patrol department is to ensure the enforcement of PMCPOA's CC& R's and Association Rules & Regulations and to protect Association assets.

**WORKING HOURS**

40 hours, Full Time. This shift may be a rotating shift. Subject to call outs and overtime.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Other duties as assigned

- Enforce the rules and regulations of PMCPOA
- Patrol, observe and report on property within PMC's boundaries
- Assist PMCPOA Management as prescribed
- Prepare and maintain accurate logs and reports
- Maintain equipment in proper working order and appearance
- Assist residents in times of emergencies
- Enforcement of animal control rules and regulations
- Promote rapport & assist local law enforcement & emergency agencies
- Promote a team environment with staff and other departments
- Assist with evaluation of road conditions and snow conditions
- Maintain satisfactory attendance record
- Responsible for complying with safe and healthful work practices
- Attend safety meetings as required

Employee Initials \_\_\_\_\_

Dept Manager Initials \_\_\_\_\_

**SUPERVISORY RESPONSIBILITIES**

Direct snowplow crew and snow plow as needed

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED).

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY**

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. The ability to formulate and exercise good common-sense decision-making technique and problem solving.

**CERTIFICATES, LICENSES, REGISTRATIONS**

State of California Guard Card, State certification for pepper spray, CPR & First Aid certification, valid California driver's license.

**OTHER QUALIFICATIONS**

Ability to type and basic computer skills are also desirable.

Employee Initials \_\_\_\_\_

Dept Manager Initials \_\_\_\_\_

**PHYSICAL DEMANDS**

To successfully perform the essential functions of this job, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Driving a vehicle, working under adverse conditions such as weather, lightning and emergencies. Walking or running in adverse conditions. Being able to assist problems and emergencies. The ability to read manuals, documents and instructions. The ability to see and avoid hazardous conditions. Ability to identify and accurately describe persons or objects.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration.

**TOOLS & EQUIPMENT USED**

Vehicle, Computer & Printer, Trash Compactor, Pepper Spray, Jumper Cables, Vehicle Jacks, Calculator, Locks, Handcuffs, Camera, Portable Radio, Car Radio, Copy Machine, Animal Traps.

**ADDITIONAL INFORMATION**

He/She must possess the ability to respond instantly using sound judgment. Must be able to defuse dangerous situations and homeowner complaints.

Employee Initials \_\_\_\_\_

Dept Manager Initials \_\_\_\_\_

**EQUAL OPPORTUNITY EMPLOYER**

It is PMCPOA’s policy to maintain equal opportunities for all employees. PMCPOA does not unlawfully discriminate on the basis of sex (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, race, religion (including religious dress and grooming practices), color, gender (including gender identity, gender expression and transgender), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

**EMPLOYMENT AT WILL**

California is an ‘at will’ employment state, meaning that an employer or employee may terminate the employment relationship at any time.

Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

By signing below, I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

Employee Initials \_\_\_\_\_

Dept Manager Initials \_\_\_\_\_