



State University of New York

ERIE COMMUNITY COLLEGE

Applications are being accepted for the Position of:

#580-04-08-2008

August 26, 2008

WATCH ATTENDANT

(AFSCME)

COLLEGE SAFETY

PART-TIME/UP TO 19 HOURS PER WEEK SALARY \$ 11.115/HOUR

HOURS VARIED AS NEEDED - DAYS - NIGHTS - WEEKENDS - HOLIDAYS

DESCRIPTION: Erie Community College has openings for part-time Watch Attendants in the College Safety Department. The work involves routine manual work requiring a willingness to perform simple tasks in the safeguarding and maintenance of ECC buildings, equipment and supplies. The incumbent performs routine cleaning and servicing of lavatories, inspects buildings and grounds to detect fire, thefts, vandalism, etc; gives directions or instructions to people entering the buildings; checks windows and exits to see that they are properly closed or locked; controls traffic and parking. Does related work as required.

REQUIREMENTS: Working knowledge of general security and fire safety measures taken to protect public property; working knowledge of general custodial functions including mopping, sweeping, shoveling and cleaning; ability to speak clearly and maintain simple records; ability to understand simple oral and written instructions; willingness to work outdoors under adverse weather conditions; willingness to work nights or other unusual shifts; integrity; tact; firmness; must be physically capable of performing the essential functions of the position with or without reasonable accommodations.

MINIMUM QUALIFICATIONS: Successful completion of Elementary School.

SPECIAL REQUIREMENT: REGISTRATION AS A SECURITY GUARD BY THE STATE OF NEW YORK, DEPARTMENT OF STATE, DIVISION OF LICENSING SERVICES IS REQUIRED.

Send cover letter ref. Job#580-04, ECC application, resume, and copy of NYS security guard license by: September 24, 2008

Human Resources Representative

716-851-1840

Mail to: HUMAN RESOURCES
ERIE COMMUNITY COLLEGE
4041 SOUTHWESTERN BOULEVARD
ORCHARD PARK, NY 14127-2199

For immediate access to ECC Application: go to www.ecc.edu, [Click on Jobs at ECC](#), [Click on Job Postings](#), [Click Application](#)

Erie Community College is an Equal Opportunity Employer. Women, members of minority groups, persons with disabilities, and Veterans are encouraged to apply.