



# Job Description | Duty Statement

22<sup>nd</sup> District Agricultural Association

<b>Classification Title / Code:</b> 0986	
<b>Working Title:</b> Park Aide (Seasonal)	
<b>Department:</b> Public Safety	<b>Reports To:</b> Staff Services Manager I
<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Time Base:</b> <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time
<b>Location:</b> <input checked="" type="checkbox"/> On Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote	

### Position Description

Under the general direction of the Public Safety Department with the 22<sup>nd</sup> District Agricultural Association, this position monitors and controls the access control gates of the facility with constant awareness of surroundings, guarding and protecting the Fairgrounds and other State properties, maintaining a safe and secure environment for staff and the public, writing and completing reports, assisting various agencies, and completing other related responsibilities while providing support to the Public Safety Department.

This position requires the operation of vehicles; a valid State of California driver's license is required.

### Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.

50%	<p><b>Gate Security and Protection and Security of the Fairgrounds and Other State Properties</b></p> <ul style="list-style-type: none"> <li>• Controls entrances/exits and prevents admittance of unauthorized individuals at the various access gates.</li> <li>• Greets, directs, and assists individuals using excellent customer service skills.</li> <li>• Maintains good visibility around the access gate checking for possible unusual activity.</li> <li>• Maintains a good understanding of the overall layout of the facility and is able to give clear directions to guests.</li> <li>• Maintains a working knowledge of all emergency policies, procedures, and regulations and is able to direct First Responders to the various alarms, incidents, and emergency situations.</li> <li>• Maintains accurate notes of those authorized guests who will be arriving at the facility.</li> <li>• Writes and submits complete, accurate, and informative reports.</li> <li>• Ensures tasks and responsibilities are completed and covered and commits to long hours of work when necessary.</li> <li>• Provides information to the Public Safety team by communicating effectively (much of the communication will be via hand-held radio).</li> <li>• Performs other related duties as assigned or requested when needed.</li> </ul>
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- Patrols assigned areas on foot, in a vehicle, and possibly on a bicycle of the 400-acre multi-use facilities (six story Grandstand, exhibit halls, racetrack, horse arena, stable areas, and office buildings), The Sound, 10-acre Del Mar Golf Center (mini-golf, driving range, tennis courts, retail outlet, and Recreational Vehicle (RV) Park), and the 64-acre Horse Park (equestrian facility) by maintaining high awareness and applying security standards in order to monitor, inspect, prevent damage, and ensure protection and security of the premises.
- Examines premises and access points, including climbing stairs and ladders to access rooftop areas, to ensure gates, doors, rollup doors, and windows are properly secured and locked and detects any signs of tampering or intrusion and reports problems to appropriate personnel and management.
- Monitors the properties and notes any irregularities, damages, theft, or any other unusual situations by identifying and evaluating information and reports any safety and security issues.
- Inspects electrical devices, plumbing, heating, cooling, and other equipment by actively sensing any irregularities and reports any unsafe conditions to appropriate personnel and management.
- Performs periodic checks of emergency call boxes and lights throughout the premises to ensure proper functioning and reports malfunctions as required.
- Ensures lights are turned on or off as necessary throughout the Fairgrounds and other associated State properties.
- Secures and alarms offices, exhibit halls, and buildings throughout the premises by utilizing security and lock systems and procedures in order to prevent unauthorized entry, theft, or damage.
- Scrutinizes security systems and devices to ensure these are working properly when arming and disarming and observes any evidence of tampering or other issues that may require further attention to enable appropriate operation.
- Unlocks, locks, opens, and closes numerous padlocks, doors, and rollup doors with keys and tools to provide assistance to staff who need access to buildings and provides assistance including lockout services.
- Stay vigilant and alert by being aware of surroundings and recognizing and assessing any potential hazards and quickly interprets activity in order to prevent admittance to the premises of unauthorized persons to guard against theft and damage to State properties.
- Makes and completes rounds of inspection at fixed intervals by visual inspection of all areas and reports inspection by means of radio, swipe wand, or other devices to verify areas have been checked.
- Ensures tasks and security responsibilities are completed and covered and commits to long hours of work when necessary to reach goals.
- Monitors and responds promptly to alarms and disturbances and investigates circumstances by observing, receiving, and obtaining information from all relevant sources and reports all findings.
- Stays ready for alarms or emergencies and may be the major respondent in unforeseen circumstances and situations.
- Thinks and acts quickly in emergencies and makes calls to police, fire, ambulance, and appropriate services in accordance with the District's protocol and departmental procedures.
- Staffs posts as assigned.
- Provides tips and precautions on how to prevent security-threatening situations by explaining likely consequences of ignoring these preventions.

20%	<p><b>Security and Safety of Staff and the Public</b></p> <ul style="list-style-type: none"> <li>• Upholds and maintains security, safe environment, and preserves order by being physically present and clearly visible in order to deter violence, theft, vandalism, or undesirable behavior.</li> <li>• Prevents and detects risks, dangers, damages, injuries, suspicious activities, and unsafe situations by adopting a preventive approach to protect and provide security to staff and the public.</li> <li>• Maintains stability, public order, and security by using relevant policies, procedures, and strategies in order to promote effective public safety and security operations.</li> <li>• Manages difficult situations with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to aggressive individuals or adversarial conditions by communicating effectively to resolve problems.</li> <li>• Follows and adheres to District policies and ensures all safety precautions are adhered to by evaluating relevant information and individual judgement to determine whether events or processes comply with laws, regulations, or standards.</li> <li>• Senses unusual situations or crisis, interprets quickly, and acts fast to control the situation.</li> <li>• Prevents the admittance to the premises of unauthorized persons by checking credentials at gate checkpoint.</li> <li>• Monitors and enforces posted speed limit and the safe operation of vehicles and golf carts on the premises and warns persons of rule infractions, violations, or safety concerns.</li> <li>• Monitors flow of people and assists with crowd control by using practices and methods of safety in order to prevent unsafe conditions and problems.</li> <li>• Enforces and ensures rules, regulations, policies, and procedures are obeyed designed to govern the conduct of staff and the public on the premises by informing and warning violators of rule infractions.</li> <li>• Responds to calls for assistance regarding minor disputes and confronts difficult situations by keeping emotions under control and utilizing proper judgment and tact.</li> <li>• Escorts unruly people or removes disruptive persons or violators from the premises by using conflict resolution skills to resolve situations and coordinates with appropriate authorities when necessary.</li> <li>• Responds quickly and correctly during a situation or crisis in order to control the situation by utilizing specific instructions and procedures established by the District.</li> <li>• Offers assurance to people in distress by providing personal assistance, medical attention, emotional support, or other personal care during a disastrous event or crisis.</li> <li>• Uses good judgement and a high degree of tact in dealing with staff and the public and works professionally and communicates with courtesy, respect, and professionalism.</li> </ul>
15%	<p><b>Incident Reports</b></p> <ul style="list-style-type: none"> <li>• Prepares incident reports pertaining to missing and/or damaged property, injuries, accidents, lost or found property, or any unusual situation by writing clear and informative reports.</li> <li>• Obtains and gathers facts, information, or data relevant to particular incident through observation of events or situations, discussion with others, and research</li> </ul>

	<p>by organizing and evaluating information.</p> <ul style="list-style-type: none"> <li>• Compiles information and findings by recording observations, information, occurrences, and activities by expressing ideas and information in written form clearly, succinctly, accurately, and in an organized manner in order to provide accurate and clear reports of incidents.</li> <li>• Writes clearly and informative reports using the English language conventions of spelling, punctuation, grammar and sentence and paragraph structure.</li> <li>• Performs daily reports of any issues to management by writing logs, warnings, or safety hazards and inputs these in various computer applications as applicable.</li> <li>• Provides information to leads, management, and other security guards by communicating effectively, both orally and in writing.</li> <li>• Works cooperatively and collaboratively with team members to achieve goals by sharing or integrating information, ideas, knowledge, support, and resources.</li> </ul>
10%	<p><b>Assistance with Various Agencies</b></p> <ul style="list-style-type: none"> <li>• Assists contractor crews and personnel in locating their work area and unlocking buildings or rooms as directed or required.</li> <li>• Assists with the check-in/out and post location as needed for the contract Security staff (Elite Show Services).</li> <li>• Assists police, sheriff, fire, and other emergency personnel as needed to find location of problems by reading alarm panels or physically directing emergency or law enforcement crews.</li> <li>• Assists personnel and authorities in emergency situations (defined as natural disaster including flooding, earthquake, tsunami, etc.) by controlling pedestrian and traffic flow, assisting in the arrangement for transportation of injured individuals, assisting in evacuation procedures, placing sandbags, and relocating equipment based on the District's Emergency Operations Plan.</li> <li>• Establishes and maintains effective working relationships with various agencies to establish collaborative relationships and works as team.</li> </ul>

### Marginal Job Functions

5%	<ul style="list-style-type: none"> <li>• Helps with the check-in-and- check-out of radios and various equipment to support staff (e.g., contract security, trams drivers, Emergency Medical Technicians, and other temporary staff).</li> <li>• Provides information, direction, and customer service to the public by remaining visible and approachable to promote good public relations.</li> <li>• Escorts or drives vehicle to transport staff to specified locations or provides personal protection during late hours.</li> <li>• Issues RV permits and collects fees when RV site manager is not available.</li> <li>• Performs other duties as directed, requested or assigned consistent with roles and responsibilities.</li> </ul>
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### Typical Working Conditions

Essential job functions require considerable physical strength, agility, and mobility to perform heavy, sustained physical work. Work activities involve occasional periods of sitting, standing, balancing, crawling, kneeling, reaching, squatting, stooping, and bending and twisting of waist and neck. Work involves frequent walking, including walking on uneven ground. Work activities also include frequent lifting, carrying, pushing, and pulling average-weight cleaning and

maintenance equipment, tools, materials, supplies, and furniture up to 50 pounds or moving objects up to 100 feet; occasional ascending and descending stairs and ladders; and occasional power grasping and repetitive hand movement, fine finger dexterity, and coordination to operate various equipment. Work activities require ability to operate light vehicles including riding power equipment, to verbally communicate and hear to exchange information, to see to perform assigned tasks, and to read, write, and speak English at a level required for successful job performance. Work is performed both indoors and outdoors under adverse weather conditions and necessitates willingness to conform to the District's uniform requirements. Work involves occasional exposure to the elements consisting of dust, dirt, fumes, chemicals, and unpleasant odors. Work environment involves some exposure to hazards or physical risk that require following basic safety precautions.

**Attendance, Conduct, and Performance Expectations**

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District's sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours determined necessary or desirable to meet its business needs.

**Duties of this position are subject to change and may be revised as needed or required.**