

Lake of the Pines Public Safety Officer – PT/On-call Position

Lake of the Pines Homeowners Association (LOP) is accepting applications for the position of Public Safety Officer, PT and On-call positions. Hours include evenings, overnights, weekends, and holidays and this is a 24-hour operation, 365 days a year. The Department is never closed. All shifts are 10-hour shifts, 4 days a week. **MUST BE ABLE TO WORK ALL SHIFTS AS DESCRIBED ABOVE.**

Lake of the Pines is a 2,000-home gated private community located in the foothills of Northern California between the towns of Auburn and Grass Valley. Among its numerous amenities, the community boasts of a 230-acre private lake and a 19-hole golf course. We have availability for a PT, hourly position with a salary range of \$17.60 - \$18.75. Perks include sick leave; and facility use privileges including discounted golf and meals, swimming pool, beaches, parks, and tennis. Pre-employment background search required following conditional offer of employment.

Duties and Responsibilities:

- Enforcing LOP rules and regulations, Health and Safety Statutes, and other regulations deemed necessary.
- Ability to diffuse conflict through conversation.
- Controlling access to all of the private gated community.
- Logging in contractors, renters, complaints, keys, bank runs, sewer pump problems, and any unusual circumstances, contact involved parties and authorities when needed.
- Patrolling Private gated community by vehicle and boat.
- Issuing citations per the rules and regulations of LOP.
- Dispatching Patrol Officers to any incoming calls and reports.
- Making entries in daily security department roster: record, in chronological order, significant or noteworthy events/incidents.
- Monitoring all incoming traffic and Police/Fire Scanner Traffic.
- Documenting activities in accordance with specified Association and security department policies.
- Being cognitive and aware of all ongoing activities related to LOP Association.
- When incidents of crimes or accidents occur, assist, protect and investigate activity scene, reporting all information/data. Investigating and submitting reports.
- Being able to perform any task, duty, or assignment within security department as directed.
- Answering high volume of phone calls with customer service-oriented demeanor at all times.
- Able to multitask including typing at the computer, talking on the phone, allowing sponsored guests into the community all at the same time without errors.
- **MUST** be able and willing to work evening, overnight and holidays shifts with positive and teamwork attitude! All shifts are 10-hour shifts. 4th of July and Halloween holidays are mandatory 12 hour shifts for all team members.
- May also be assigned other duties as needed.

Requirements:

- High School Diploma or general education degree (GED)
- Current PSO (Proprietary Private Security Officer) license required at time of employment; training may be provided, if available.
- Valid California Driver's License and clean driving record
- CPR/First Aid/AED certified required.
- Customer Service experience with ability to type, answer phones, multi-task in an office-type environment required to be proficient in the guard gate at the entrance of the community.
- At least 2 years' experience in security or public safety Required; patrol experience preferred.
- Language Skills: Ability to read and comprehend simple instructions and memos. Ability to write simple correspondence and employ common sense/good judgment in report writing. Ability to effectively present information in one-on-one and small group situations to Association members and public and governmental agencies. Ability to type and spell accurately. Ability to communicate effectively and appropriately with members, guests, and co-workers with a happy, and customer service-oriented attitude and focus.
- Reasoning Ability: Ability to solve practical problems.

Applications are available online at www.lop.org under About Us/Employment Information. Email your cover letter, resume and application to [HR @lop.org](mailto:HR@lop.org). Or, mail or drop off submittal to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N., Auburn, CA 95602; or fax to 530-718-2645.