

Lake of the Pines Public Safety Officer – FT Position

Lake of the Pines Homeowners Association (LOP) is accepting applications for the position of Public Safety Officer. 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 FT, hourly position with a salary range of \$17.60 - \$18.75 and excellent benefits including medical, dental, vision and life insurance; vacation and sick leave; 401k and facility use privileges including golf, swimming pool, beaches, parks, tennis and discounted meals. The selected candidate will work in the guard gate as well as patrol the community by car. 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.
- May also be assigned other duties as needed.

Requirements:

- High School Diploma or general education degree (GED)
- Current Guard card Required at time of employment.
- Valid California Driver's License and clean driving record
- CPR/First Aid/AED certified as well as baton and pepper spray training.
- 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. 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.