



Pine Mountain Club  
Property Owners Association, Inc.

# **Employment Opportunity**

## **Patrol Officer**

**State of California Guard Card, State certification for pepper spray and valid California Driver's License Required**

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.

40 hours, full time. Rotating shifts and 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

Drug/alcohol screening, DMV and background screening. Equal opportunity employer. Apply at Pine Mountain Club POA, 2524 Beechwood Way, P.O. Box "P", Pine Mountain Club, CA 93222