

SONOMA-MARIN FAIR

Job Description - Security/Gate Guard

RESPONSIBILITIES – Main post at main gate of Fairgrounds on a daily basis and for scheduled special events on the weekends.

1. Ensure that the posted speed limit is observed by all motorists entering the Fairgrounds property. Keep a list of license plate numbers for those vehicles that violate the speed limit. Submit list on a daily basis to the Fairgrounds Administration Office.
2. Keep out any pedestrians or vehicles that do not have business to conduct on the premises.
3. Enforce the “No bicycling, dog walking or skate boarding” rule.
4. Conduct hourly grounds/buildings check - Walk the Fairgrounds premises checking for:
 - Trespassers
 - Cleanliness of grounds
 - Security of gates/buildings (ensure doors are locked and lights are off)
5. Situations that warrant special action or direction should be handled in the following order:
 - Emergencies – Contact the Petaluma Police Department immediately for any life threatening issues.
 - Special Circumstances (i.e. problems with gate operation, vehicle towing, clarification of information, unable to complete shift, etc.) - Contact Kristie Hubacker, CEO at 707-283-3266 or 707-772-9997.
 - Maintenance (i.e. plumbing, keys, clean-up, etc.) – Contact the Fairgrounds Maintenance Staff for any problems to do with buildings or grounds maintenance at 707-283-3247 or 707-953-0612.
6. Monitor entrance of vehicles/persons attending scheduled special events on the weekends.
7. Work with the security of PET Services to monitor the conduct of those attending events on the Fairgrounds premises.

WORK SCHEDULE

1. Regular hours are Monday – Friday, 1:30 p.m. – 6:30 p.m.
2. Weekend hours are assigned on an “as-needed” basis.
3. Holidays are determined by the closures observed by the schools located on the Fairgrounds premises.