



Employment Opportunity – Job Posting

Position:	Association Patrol	Reports to: Association Patrol Supervisor
Status:	Part-Time; Non-Exempt	

DEFINITION:

Association Patrol is a part-time position supporting a 365-day/year operation of this vibrant 45+ active adult community. Under the direction of the Association Patrol Supervisor, this position provides a presence on the property 24/7 throughout The Grand facilities. Work may be checked routinely; however, employees are expected to work with a minimum of supervision. This position requires attention to detail, confidentiality, and a great deal of contact with community residents, guests, visitors, and the Community Association Management (CAM) staff.

ESSENTIAL FUNCTIONS:

- Serve as property presence 24/7 which includes conducting both foot and vehicle patrol of The Grand's common areas and main streets;
- Check all facilities to ensure that each is properly secured;
- Driving safely and responsibly throughout the patrol shift;
- Assist and direct residents, guests and visitors as needed;
- Check parking lots and streetlights, and report outages;
- Respond to emergencies and trouble calls on the property;
- Manage traffic control as needed;
- Serve as oversight at weddings, dances, and special functions including events with bar service and/or non-residents attending;
- Operate a computer, printer, telephone, and other business equipment;
- Be aware of safety, health and environmental concerns;
- Maintain a shift patrol log;
- Keep current with events and activities occurring at The Grand; and
- Perform other duties as assigned.

EDUCATION and/or EXPERIENCE:

High School diploma or equivalent; or a combination of education, experience, and training that indicates the ability to successfully perform the essential functions of the position listed above. Must possess, and maintain, a valid Arizona driver's license.

To Apply: Submit a Sun City Grand application (located at www.suncitygrand.com) to the Human Resources Department at 19726 N. Remington Dr., Surprise, AZ 85374, email hrgand@livegrandaz. If you need an accommodation for either the application or interview process, please let us know prior to submitting your application.

Note: The above position responsibilities and physical requirements are only a representation of and are not all-inclusive of such for this position; the provisions of this job posting do not constitute an expressed or implied contract, any provision contained herein may be modified and/or revoked without notice; final candidates are subject to a pre-employment drug test, background investigation, and must have an AZ driver's license. Equal Opportunity Employer (EOE).