

EMPLOYMENT CLASSIFICATION: FULL-TIME  
DEPARTMENT: SURVEILLANCE  
FLSA CLASSIFICATION: EXEMPT  
REPORTS TO: DIRECTOR OF SURVEILLANCE

#### POSITION OVERVIEW

Oversee the design, implementation, improvement and maintenance of the surveillance system, including infrastructure, equipment and network to ensure it provides superior coverage of all gaming operations and properties, operates at optimum capacity, and is in accordance with applicable standards and regulations.

#### ESSENTIAL JOB FUNCTIONS

*The information provided below encompasses the functions and capabilities linked with this position.*

#### *Duties and Responsibilities*

*The individual in this position is expected to engage in the following work-related activities.*

- Oversee the design, set up and maintenance of the surveillance equipment and software to ensure it is installed and running in accordance with applicable standards and regulations, and provides adequate coverage of gaming activities and properties.
- Oversee the repair and alteration of the surveillance infrastructure and related equipment, including inspecting and approving work performed.
- Supervise Surveillance Techs, including recruiting, scheduling, timekeeping, training, assigning and directing work, evaluating performance, disciplining as necessary, addressing employee concerns, and guiding professional development.
- Disseminate, implement, and enforce department and company standards, policies, and procedures.
- Recommend revisions to department Standard Operating Procedures, and department practices, as well as upgrades and/or changes to the surveillance equipment deployed, to incorporate best practices, and respond to changes to potential threats.
- Assist with identifying and assessing potential risks and threats to the gaming operation from internal and external elements related to equipment and software used for the purposes of surveillance.
- Train new Surveillance Techs on policies and procedures, standards of integrity, job skills, and duties and responsibilities.
- Assist with the development, implementation, and administration of surveillance equipment budget in a manner that ensure the purchase of quality products and service at competitive pricing.
- Maintain and enforce all safety regulations, training and/or certifications.
- Other duties as assigned.

#### *Skill Profile*

*The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.*

- Ability to interact and collaborate with line employees, managers, executives, and regulatory agencies.
- Demonstrate a commitment to and value for conducting oneself in accordance with highest standards of integrity and ethical behavior in compliance with all applicable laws, rules, and regulations.
- Demonstrate a high degree of accuracy and attention to detail in all tasks.
- Maintain advanced working knowledge of surveillance equipment and applications in use, as well as gaming regulations, and policies, and procedures.
- Maintain advanced working knowledge of best practices and industry trends for surveillance system design and implementation, including surveillance equipment, software and other tools.
- Ability to comprehend and apply a common sense understanding of technical instructions provided in written, oral, and diagram form, including safety rules, operating and maintenance instructions, and procedural manuals.

- Ability to effectively communicate information and ideas, particularly to Commissioners and executive management, as well as compose clear, effective, and grammatically correct routine reports and business correspondence appropriate for the intended audience.
- Ability to make sound and timely informed decisions in complex and potentially volatile situations.
- Excellent problem solving skills in the context of a variety of situations with multiple variables, both predictable and unpredictable.
- Manage multiple projects, properly organize and prioritize own work and work of others, and demonstrate flexibility and adaptability in a fast-paced environment.
- Ability to carry out advanced mathematical computations, including probability and statistical inference, fractions, percentages, ratios, and proportions.
- Ability to work in a professional manner in an environment with individuals from many different cultures and backgrounds.
- Working knowledge of MS Office, including document creation and editing in Word, messaging and calendaring in Outlook, and performing routine tracking and basic computations in Excel.

### *Capability Requirements*

*The following capabilities are required to perform the essential functions of this position.*

- Effectively communicate with others verbally and in writing, including by phone, e-mail, or in person.
- Understand, remember, communicate and apply routine and complex regulations, oral and/or written instructions and factual information.
- Stand and walk for extended periods of time, as well as climb stairs periodically, and stoop, kneel, crawl, and bend repeatedly.
- Exert up to 50 pounds of force occasionally and/or up to 35 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Possess full range of motion and utilize fine motor skills, including reaching above or below the shoulder, and having finger dexterity and the ability to twist hands or wrists repetitively.
- Perceive the nature of sounds at normal speaking levels, particularly but not exclusively voices, and make discriminations in sound.
- Sufficient vision to complete tasks requiring depth perception, color vision and ability to bring object into sharp focus both close and far away.
- Sufficient motor control to operate power tools and heavy duty equipment, such as scissor lift, fork lift, and hammer drills.
- Sufficient balance to climb ladders and work at high altitudes.
- Maintain sustained concentration and focus in a moderately noisy environment. Tolerate working in a confined space for prolonged periods of time with sustained exposure to loud noise and frequent exposure to vibrating equipment.
- Tolerate frequent exposure to extreme heat or cold, tobacco smoke, diesel, and dust.
- Frequent exposure to hazardous electrical environments, such as high voltage elevator rooms and electrical rooms.

### *Minimum Qualifications*

*The following are required of an employee in this position.*

- Three years' experience and/or training in a similar position, or equivalent combination of education and experience.
- At least one year's experience managing people.
- High school diploma or general education degree (GED).
- Heavy Equipment Operating Certifications for forklift, scissor lift, and boom lift.
- Current PGC Class "A" Gaming License.
- Ability to work days, evenings, and nights.
- Ability to periodically travel locally, regionally, and nationally to trainings and other events.
- Requires passing background check, credit check, and drug screening upon hire.
- Must be age 21 or older.

ACKNOWLEDGEMENT OF EXPECTATIONS

*I have read and understand the essential functions of this position, including the necessary capabilities, and can perform these with or without reasonable accommodation. I understand that I can request a reasonable accommodation, should one be necessary for me to carry out the essential functions of this position. I also acknowledge that the functions and capabilities for this position may change in the future, with or without notice. Additionally, I consent to the exclusive jurisdiction of the Pechanga Band of Luiseno Indians and the rules of its Gaming Commission.*

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Employee Name

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Employee Signature

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Date