

# PORT OF PORT ANGELES

## Position Description

### Full-Time Security

**Reports to:** Marine Terminal Manager/Operations Supervisor

**Position Summary:**

The Full-Time Watchman/Security is responsible for the security of the Port equipment and facilities during his/her shift. Shifts vary, and shift assignments can rotate.

**Duties and Responsibilities:**

The essential duties and responsibilities of this position include, but are not limited to the following:

- Perform security duties at the Port Angeles Boat Haven and Boat Yard that includes performing visual dock checks, checking on boats after hours, checking restrooms, dock walks to keep trespassers out, customer service and inquiries, storm preparation and vessel protection, and inspection of all vessels and facilities.
- Perform security duties at the Fairchild International Airport, which includes checking all doors and visually checking all planes and vehicles nightly.
- Perform security duties at the Port Angeles marine terminals, which include visual check of the dock area, access control, marine terminal, log yard, and administration building and warehouse security, including door checks and equipment checks.
- The individual must follow and enforce strict security measures in place at the Port's MTSA-regulated marine terminals.
- General security duties at all locations, including the Airport Industrial Park, which includes calling emergency response if needed (fire, police, and medical), coordination between the local police and the Port, port lease tenant patrol, and emergency contact. (Security Lead also provides security staffing, training, and scheduling.)
- Complete daily reports, including notes on inventory discrepancies. Complete security log.
- Performs other duties, responsibilities, and special projects as assigned.

Duties and responsibilities shown are intended to indicate the type of work performed and should not be understood as an exhaustive list of all the tasks performed by the person assigned to this position.

**Essential Functions:**

To perform this job successfully, an individual must be able to perform all of the duties described above in an efficient and competent manner. The requirements and conditions listed below are representative of the minimum levels of knowledge, skill, experience, and/or ability required. Some requirements may be modified to accommodate individuals with disabilities.

**Education and/or Experience:**

Education: High school education, or equivalent, is required.

Experience: One year of customer service or security/guard services, law enforcement or equivalent is preferred.

**Language Requirements:**

1. Ability to hear, speak, and understand the spoken word in order to respond promptly to pages for assistance, to answer telephones, and to be able to communicate effectively with supervisors, other employees, co-workers, and citizens.
2. Ability to read and understand the English language with sufficient proficiency in order to read and understand:
  - a. Company handbooks, policies, and procedures.
  - b. Other written job-related documents, including postings on company bulletin boards.
3. Ability to fill out forms accurately and legibly.

**Reasoning Requirements:**

1. Ability to solve practical problems and deal with a variety of concrete variables in circumstances where only limited standardization may exist.
2. Ability to interpret a variety of instructions furnished in diagram, oral, schedule, or written forms.

**Other Requirements:**

1. ***Applicant will be required to obtain or possess a Transportation Worker Identification Credential (TWIC). Obtaining a TWIC will require an extensive background security threat assessment. The assessment includes checks against criminal history records, terrorist watch lists and immigration databases.***
2. Good memory and attention to detail.
3. Ability to adhere to and strictly follow the Port's safety policies at all times.
4. Ability to handle situations without input from others.
5. Ability to perform all duties and responsibilities efficiently and satisfactorily, meeting the minimum standards for productivity, accuracy, cleanliness, and harmony at the employer's individual site.
6. Must have a valid Washington State Driver's License and a good driving record.

**Physical Requirements:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities:

1. While performing the duties of this job, the employee is regularly required to sit, stand, and use the hands to handle, finger, or feel objects, tools, or controls.
2. The employee must frequently walk 5 +/- miles a day, talk or hear, and reach with the hands and arms; occasionally, the employee must crouch or kneel.
3. Successful performance requires specific vision abilities that include close vision and the ability to adjust focus.
4. Have sufficient physical mobility or agility to be able to respond quickly to fire or other emergencies and other security assistance requests, customer accidents, etc.
5. Must be capable of frequently lifting and carrying up to 25 pounds.
6. Must be capable of operating the assigned security vehicle in a safe manner for up to 10 hours per day in changing environments. Entering/exiting the vehicle many times per day. Stay alert and focused while driving.

**Work Environment:**

The work environment conditions described below are representative of those an employee encounters while performing the essential functions of this job. It may be possible to modify some circumstances to accommodate individuals with disabilities:

1. The work environment includes frequent duties in outdoor conditions with temperatures as low as 20 degrees (Fahrenheit) above zero; and as high as 90 degrees above zero.
2. The work environment includes frequently working on wet and slippery surfaces.
3. Typically, the noise level in the work environment is moderate; however, on occasion, it can be extremely heavy when maintenance work is going on.
4. The work environment includes frequent duties performed at night in areas with little or no lighting.

**Important Disclaimer Notice**

The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change.

Prior to employment with the Port of Port Angeles for this position, the prospective employee must undergo a background check and a drug and alcohol screen.