

# Position Announcement

## *Security Guard, Part-time Filler*



**Department:** Security  
**Status:** Nonexempt  
**Wage:** \$15.00/hour  
**Work Schedule(s):** As assigned, must be available for weekend shifts.

**How to Apply:** Please submit a Port application as found on the website at [www.portofeverett.com](http://www.portofeverett.com), and a resume if available.

Mail to: Port of Everett, Human Resources, PO Box 538, Everett, WA 98206; or e-mail to [elizabetho@portofeverett.com](mailto:elizabetho@portofeverett.com)

**Application Deadline:** Open, continuous

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### Position Description

**Purpose:**

This position provides primary staffing for the Transportation Worker Identification Credential (TWIC) office, and may provide general support to ensure facility safety, security and the smooth operation of the Port Marine Terminals and Marina on a part-time and fill-in basis in the absence of regular Port personnel.

**Essential Functions:**

- Staff the TWIC Office. Under authority of the TSA, process applications for transportation worker security credentials. Maintain electronic enrollment records.
- Ensure that visitors are kept out of unauthorized areas.
- Perform routine security patrols of offices, docks, piers, boats, property and parking lots. Looks, listens and smells for any unusual event that could adversely affect the Port or its customers.
- In the event of an emergency, make initial first response and notifications, direct vehicles and personnel to proper location.
- Keep Port management informed of all emergencies and other incidents as directed.
- Check all fire, security and other utility systems as directed.
- Track and record crew and visitor information passing through the marine terminals.
- Provide general support to insure facility safety, security and the smooth operation of the Port, such as noting any damage to facilities, controlling lighting, checking and recording temperatures on refer containers, raising and lowering flags and emergency response (securing and dewatering boats, shutting off power or water, extinguishing small fires, or blocking off unsafe areas in the absence of Maintenance or other Port personnel).
- Open and secure access points throughout the port.
- Enforce parking policy and regulations throughout the marina.

**Secondary Functions:**

- Respond positively to customers, answering questions, handling requests and resolving problems, which are in the scope of the position's overall responsibilities; and refers other requests to appropriate personnel.
- Provide assistance with special projects and tasks, which are in the general scope of the employee's daily job duties.
- Assist with set up, parking and crowd control during special events.

- Monitor and respond to radios and other forms of communications for incidents effecting the Port and vessels seeking information and/or assistance.
- Delivering internal mail to departments and making deposits at the bank.
- Perform other related duties as assigned.

## **Qualifications:**

### Education, Experience, and Certifications

- Associate degree in law enforcement or equivalent training.
- Related experience, previous law enforcement experience desirable.
- Possess and maintain a valid driver's license and insurability under the Port of Everett's auto insurance plan.
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC).
- Ability to pass a TSA background check, and be accepted by the TSA as a "Trusted Agent".

### Skills and Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to effectively use a two-way radio and a smart phone.
- Ability to hand write and type routine reports and correspondence.
- Ability to listen and speak effectively with customers/coworkers.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to recognize a crime scene or emergency situation and respond effectively, taking note of details and photographs.
- Ability to add, subtract and multiply sufficient to perform cash transactions, and calculate weight/volume/distance measurements.
- Ability to effectively use a computer and the Microsoft office suite programs (word, excel, outlook, access).
- Ability to memorize passwords, code and complex sequences for entering secure data and operating security equipment.

## **Physical Demands**

The employee is regularly required to walk and sit in an automobile for long periods of time; reach with hands and arms. Effectively talk and hear when there may be a noisy environment. Routine security rounds include walking the floating marina docks and terminal piers in all types of weather and at all times of the day. The employee frequently is required to use hands and fingers to, handle or feel. Must occasionally climb, balance, stoop, kneel, crouch, crawl and taste or smell. Must routinely lift and/or move up to 10 pounds and occasionally to 50 pounds. Specific vision requirements include close vision; distance, color, nighttime & peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

This position will work hours assigned as the need occurs including nights and weekends. Employment assignments in this category may be of limited duration, or of indefinite duration. Employee should be available for on call work as needed. While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions. Security Personnel work independently, with minimal supervision. The noise level in the work environment is usually moderate.

The Port of Everett is committed to equal opportunity in all aspects of employment without discrimination on the basis of religion, age, sex, marital status, sexual orientation, race, color, creed, national origin, political affiliation, military or veteran status, or disability status. Applicants who require assistance with the recruitment process will be reasonably accommodated.