



POSITION VACANCY NOTICE CITY OF KETCHIKAN

December 21, 2018

TITLE: PORT SECURITY GUARD (UP TO 45-POSITIONS AVAILABLE)			
DEPARTMENT:	Port & Harbors	DIVISION:	Port Operations
STATUS:	Temporary Full-Time April-September 2019	HOURS/DAYS:	Shifts will vary with Cruise Ship Schedule; 40-hour work week; Overtime may be required.
PAY/HOURLY:	\$15.00 / Hour	DUTIES:	See attached job description
		UNION STATUS:	NO

SPECIAL REQUIREMENTS

Position will not exceed (6) six-months; Ability to pass a Federal Background Check is required; Must possess a TWIC Card or be able to obtain upon hire.

ADVERTISING REQUIREMENTS

POSITION CLOSES: March 29, 2019 @ 5:00 PM

APPLICATIONS MUST BE RECEIVED BY CLOSING DATE

WHERE: Local Only Statewide Pacific NW National

PUBLICATIONS: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION GO TO:

<http://www.ktn-ak.us/jobs> OR CALL HUMAN RESOURCES 907-228-5631

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

City of Ketchikan
Port & Harbors Department – Port Operations

SECURITY GUARD

Date established: February 1, 2007

Date approved: 02/05/2007

Approvals:

BASIC FUNCTIONS: Patrols Port of Ketchikan facilities in accordance with the Ketchikan Passenger Terminal Security Plan (TSP). Provides vehicle and pedestrian traffic control duties to ensure safe passage for port related pedestrian and vehicular traffic.

SPECIFIC DUTIES:

1. Provides security patrols for restricted and non-restricted areas of the Port. Understands and implements various MARSEC Level changes and implements required port action.
2. Responds to security breaches and reports such activities to appropriate personnel.
3. Ensures embarking and lightering lines are controlled. Responsible for vehicle and traffic control, including designated pedestrian crosswalks, for all port related activities.
4. When required, places or moves pedestrian control devices and barricades.
5. Ensures vehicles entering the Port have the proper identification/pass and directs unauthorized vehicles off the Port.
6. Conducts random vehicle screening.
7. Uses hand held radios, stop signs, cell phones and whistles.
8. Performs other duties as assigned.

RESPONSIBILITIES: Responsible for patrolling restricted areas on the City of Ketchikan Port and reporting any breach of security. Responsible for vehicle and pedestrian control and safety on the Port and at designated pedestrian walkways and crossings. Must perform these duties in a manner that reflects positively on the City and the Department.

SUPERVISION: Reports to the Harbormaster on duty.

JOB CONDITIONS: Normally works a 40-hour work week. Must work in all weather conditions. This position requires extended periods of walking and/or standing, on both concrete and wooden surfaces. Ability to work evenings, weekends and holidays.

EXTERNAL CONTACT: Routine contact with members of the maritime industry, visitors and citizens of Ketchikan. Regular opportunity and requirement to interact with other municipal employees, assistant harbormasters, federal, state and local law enforcement agencies, and US Coast Guard.

EDUCATION (Entry Level): Equivalent of high school level competency in reading, writing and mathematics required. Must be able to obtain a valid Alaska driver's license upon hire.

EXPERIENCE/SKILLS (Entry Level): Equivalent of one-year employment in a position demonstrating capability to work responsibly with minimum supervision required. Experience in marine oriented positions preferred. Good communication skills are desired.

ABILITY TO:

- Recognize characteristics and behavioral patterns of persons who are potential security threats;
- Recognize and detect dangerous substances and devices; and
- Direct vehicle and pedestrian traffic to approved areas.

KNOWLEDGE OF:

- Current security threats and patterns;
- Techniques used to circumvent security measures;
- Crowd management and control techniques;
- Emergency procedures and contingency plans;
- Inspection, control and monitoring techniques;
- Relevant provisions of the Terminal Security Plan (TSP); and
- Methods of physical screening of persons, personal effects, cargo and vehicles.

Grade: N/A \$15.00

Union: No

FLSA: Non

Date: 02/01/07