



## POSITION VACANCY NOTICE CITY OF KETCHIKAN

December 19, 2023

TITLE: PORT SECURITY GUARD			
<b>DEPARTMENT:</b>	Port & Harbors	<b>DIVISION:</b>	Port Operations
<b>STATUS:</b>	Temporary, Full-Time April – October 2024	<b>HOURS/DAYS:</b>	Shifts will vary with Cruise Ship Schedule; 40-hour work week; Overtime may be required.
<b>HOURLY:</b>	\$21.00	<b>DUTIES:</b>	See attached job description
		<b>UNION STATUS:</b>	NO

### SPECIAL REQUIREMENTS:

Position will not exceed (6) six-months; Ability to pass a Federal Background and possession of, or ability to obtain, a Transportation Worker Identification Credential (TWIC) Card is required. Good communication and customer service skills are essential.

### ADVERTISING REQUIREMENTS

**Positions will be filled as applications are received.**

**POSITION CLOSING:** Opened until all positions are filled.

**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**

## PORT SECURITY/CROSSING GUARD

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervisions, patrols Port of Ketchikan facilities in accordance with the Ketchikan Passenger Facility Security Plan (FSP). Provides vehicle and pedestrian traffic control duties to ensure safe passage for port related pedestrian and vehicular traffic. 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.

The Port Security/Crossing Guard must perform these duties in a manner that reflects positively on the City of Ketchikan and the division.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provides security patrols for restricted and non-restricted areas of the Port. Understands and implements various Maritime Security (MARSEC) Level changes and implements required port enforcement action.
2. Responds to security threats and 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, and cell phones.
8. Performs other duties as assigned.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **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.

#### **Ability to:**

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

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent of high school level competency in reading, writing and mathematics required.

**Experience:**

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 and customer service skills are required.

**License or Certificate:**

Possession of, or ability to obtain, a Transportation Worker Identification Credential (TWIC) Card.

Possession of, or ability to obtain, a ATSSA approved Flagger Certification.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Outdoor field environment; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Routine contact with the public and tourist industry.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk and stand for prolonged periods of time; to frequently make repetitive hand movements in the performance of daily duties; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 996/\$21.00 per hour

Union: No

FLSA: Non-Exempt

Date: February 1, 2007

Date Amended: August 2019

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Human Resources Manager Approval

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City Manager Approval