

Posting title: Security Duty Officer

Req ID: 814BR

Dept: Security & Preparedness Admin

Close date: 04/09/2017

To apply please visit: www.portseattle.org/jobs

PURPOSE:

Provides security services that promote and maintain safety and security of personnel, assets, tenants and the general public for the Port of Seattle.

ESSENTIAL FUNCTIONS:

This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities may include, but are not limited to, the following:

Serves as the first contact with the public and media -- greets, announces, and assists visitors; addresses walk-in concerns, provides direction as appropriate; manages building access for employees, contractors, vendors and visitors; periodically checks building security internally, externally, and the property perimeter; monitors for prowlers, authorized access, fire, water leaks, property damage, civil disobedience, suspicious activities or anomalies; monitors tenant spaces for security and maintenance concerns.

Assists in locating or reporting lost property, file reports and reports suspicious or unusual activities to Port of Seattle Police or local law enforcement. Acknowledges and appropriately responds to security alarms, monitors cameras, and contacts appropriate authorities. Manages Pier 69 / North apron parking; reserves and dispatches Port fleet vehicles; schedules conference rooms for employees, resolves scheduling conflicts, and assists incoming guests with designated rooms; supports / facilitates large or special events / meetings. Assists with emergency management evacuations, drills and exercises.

Serves as Alternate Facility Security Officer (FSO), as recognized by the U.S. Coast Guard, to ensure the Facility Security Assessment (FSA) is conducted; and assists in the development and implementation of the Facility Security Plan(s).

Liaison with Marine Maintenance or Facilities for building issues, and requests for services. Identify priorities and time sensitive matters, maintaining confidentiality and security. Work closely with parking garage vendor / management to ensure accurate information for parking access, as well as, address any other parking related issues.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of policies and procedures to promote effective Port security operations for the protection of people, Port data and property. Knowledge of concepts and processes for providing customer services. Knowledge of federal, state and local laws and regulations to include:

The Marine Transportation Security Act of 2002; Federal requirements detailed in Title 33, Code of Federal Regulations, Parts 101 through 105, inclusive; roles and responsibilities of a Facility Security Officer as detailed in Title 33, Code of Federal Regulations, Part 105. Understanding of security and safety procedures. Preferred knowledge and training in FEMA Incident Command training courses ICS-100, ICS-200, IS-700, IS-701, IS-800.

Skills in the following: problem solver in emergency and security situations while remaining calm; communication both verbal and written; and computer skills specifically Microsoft Office Suite.

Ability to understand the importance of establishing and maintaining effective, cooperative working relationships, and developing credibility with staff and customers; ability to demonstrate trust and confidence; ability to multi-task in a high-pressure environment; ability to work without direct supervision.

Ability to make well-informed independent decisions in response to fires, medical emergencies, criminal acts and bomb threats. Ability to independently initiate Port of Seattle emergency response plans as appropriate for Pier 69 and other facilities as assigned.