



Job Title:	SECURITY GUARD – Big Pasco Industrial Center
Department:	Operations and Facilities Maintenance
Reports To:	Facilities Manager – Big Pasco
FLSA Status:	Union, Full-time, Non-exempt
Salary:	In accordance with Collective Bargaining Union Contract

*This description represents the **essential functions and accountabilities** of the position. The knowledge, skills, abilities, education, experience, licensing or certifications are representative of the requirements necessary for successful performance of these essential functions/essential accountabilities.*

JOB SUMMARY:

The purpose of this position is to safeguard Port of Pasco buildings and property within the Big Pasco Industrial Center and Marine Terminal from theft, damage, sabotage, and conduct routine patrols of the warehouses, buildings, trail system and open land for fire protection and security.

At no time will the security guard use force to handle a situation, attempt to apprehend a dangerous criminal or take the law into their own hands. This position is NOT a law enforcement agent.

ESSENTIAL FUNCTIONS & DUTIES:

- Complete rounds to check the properties both inside and outside including securing the entrances after hours.
- Maintain a daily log sheet and complete applicable incident reports that provide a detailed record of the daily activities in and around the Big Pasco Industrial Center and Marine Terminal, to include date, time, location and description of activity.
- Security guards are to protect Port property to whatever extent possible, without injury to themselves, by remaining alert to the hazards of fire, vandalism, or criminal suspects or activities.
- Use judgment on whether occurrences require immediate notification of the facilities manager or emergency personnel.
- Conduct surveillance rounds to include inspections of buildings, grounds, barge slips and parking lots.
- Pick up trash, weeds and other materials which constitute a hazard to the safety of the buildings and haul it to the dumpster for disposal. (Applicable to daylight hours).
- Routine check of valve houses, fire suppression systems and heating units twice every shift or more often during cold weather, depending on the severity of the weather.
- Report leaks, loose doors, broken windows, defective plumbing and other items requiring maintenance and/or repairs to the facilities manager.
- Report all poor housekeeping items by listing them on the daily activity log.
- Guards will not leave the premises while on duty other than for an emergency situation.

- Will interact and coordinate with the Pasco Fire Department, the Pasco Police Department, and other emergency responders as needed.
- At certain times, guards may be the only representative of the Port and therefore must monitor, make judgmental decisions and take actions that are in the best interest of the Port and the public.
- Perform duties in conformance with proper health and safety, and observe all safety regulations and carry out work requirements without endangering fellow employees or the public.
- Possess a flexible schedule to allow for overtime work situations and other special events or emergencies.
- All other reasonable duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Write and/or print legibly and accurately.
- Ability to interpret instructions, both written and oral; communicate effectively both in words and writing; comprehend and use the English language effectively.
- Ability to work effectively with others and accept supervision and technical guidance as necessary
- Capable, mature and willing to accept responsibility.
- Prioritize a variety of projects and multiple tasks in effective and timely manner; work independently and meet critical time deadlines.
- Possess the ability to work effectively with others and accept supervision and technical guidance as necessary.
- Work independently and meet critical time deadlines.
- Use tact, initiative, and prudence with staff, tenants and the public.
- Must be able to regularly and punctually attend work at the office or other location(s).

REQUIRED EDUCATION & EXPERIENCE; KNOWLEDGE, SKILLS & ABILITIES:

Education & Experience Requirements:

- High School diploma, or GED equivalency.

Licenses, Certifications & Other Requirements:

- Must be 18 years old.
- Must be a US citizen, or authorized to work in the United States.
- Possess a valid Washington state driver's license, or ability to obtain one within 30 days of employment.
- Meet the minimum Motor Vehicle Standards of Port's auto insurance carrier.
- First Aid and CPR certificates, or take and pass at the next training opportunity offered by the Port of Pasco.
- Must successfully pass a pre-employment drug screening, medical examination and background check.

WORKING CONDITIONS:

Environment:

- Both indoor and outdoor working environment with exposure to dust and airborne particles; subject to a variety of extreme weather conditions. Due to the nature of the work, it may be necessary for this position to work flexible hours, including occasional evenings and weekends.

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, entering and exiting a vehicle, climbing a ladder and manual dexterity. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Operation of a motor vehicle.

Work Schedules:

- Security guard shifts are:

Day Shift Saturday and Sunday: 7:00 AM to 3:00 PM

Swing Shift Monday through Sunday: 3:00 PM to 11:00 PM

Graveyard Shift Monday through Sunday: 11:00 PM to 7:00 AM

- When a legally recognized holiday falls on an employee's normal work day, the employee is required to work his/her normal shift unless on authorized leave.
- When a legally recognized holiday falls on an employee's normal day off, the employee will be paid for eight (8) hours at the normal rate of pay.
- One (1) thirty (30) minute lunch break and two (2) fifteen (15) minute coffee breaks will be allowed per shift. These are to be scheduled as to not interfere with airport operations or other job duties.
- Overtime (over 40 hours per week) will be paid in accordance with the Union contract.

SELECTION GUIDELINES:

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job classification description does not constitute an employment agreement between the Port of Pasco and employee and is subject to change by the Port as the needs of the Port and requirements of the position change.