



Port of Garibaldi Safety and Security Officer

FLSA: EXEMPT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the authority and direct supervision of the Port Manager, the Port Safety and Security Officer is responsible for the safety and security of the Port and ensures compliance of all tenants and guests with all applicable rules, regulations, ordinances, and laws in all areas under the Port's jurisdiction. Ensures that all visitors, tenants, and Port personnel are provided with a safe and professional environment.

DISTINGUISHING CHARACTERISTICS:

The **Port Safety and Security Officer** is an Advanced Journey Level class position under the direction of the Port Manager. This position is responsible for initiating and maintaining an overall safety program and providing general security for persons and property under the Port District's jurisdiction. Incumbents patrol buildings, docks, piers, roads, trails, and grounds to determine security issues and potentially hazardous conditions or safety violations. This position is distinguished from the Security Officer in that this position is also responsible for conducting inspections for hazardous conditions and/or safety violations.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Port Manager. May receive lead supervision on a project by project basis from the Port Maintenance Supervisor or Office Manager.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Randomly patrol property under the Port District's jurisdiction by foot and mobile vehicle, to ensure compliance all applicable rules, regulations, ordinances, and laws. Make frequent rounds of the Port's docks, RV Park, and crab pot storage lot to ensure tenants and guests are abiding in compliance with Port Ordinances, Environmental Best Practices, and other applicable regulations and laws. Take action in response to suspicious persons and situations, safety hazards, and unusual or illegal activity.

- Actively ensure a safe and efficient flow of traffic in the parking lots, boat ramp, and boat basin during times of peak usage.
- Ensure all users of the launch facility have valid launch ticket or current launch pass.
- Ensure vessels and RVs are in their currently assigned location. Work with the Camp Host to resolve issues/problems at RV park. Work with Port Office to resolve issues/problems with vessel moorings.
- Be available to operate the Port's crane for the public.
- Ensure commercial, charter, and uninspected charter vessels are properly licensed to be conducting business with in the Port of Garibaldi.
- Make random after hours visits to the Port and be a visible presence to act as a deterrent to crime.
- Respond to emergency calls within the Port.;
- Investigate safety and security related accidents/incidents, interview witnesses, complaints, and victims; responsible for gathering physical evidence and preserving it for future use; complete report and Port Manager informed of all facts. Make recommendations to prevent future incidents.
- Respond to and assists with emergency and assistance calls, or other situations; notifies the appropriate emergency personnel and Port Management as needed. Responsibilities include crowd control and assisting Police, Fire Department, EMS or other officials during these processes; maintain control at traffic accidents, assist victims, and investigate causes
- Maintains liaison with police, fire, Coast Guard and other municipal departments to insure maximum use of their services to provide adequate security and safety.
- Assist in the identification, development and administration of Port safety training programs. Conducts and records mandatory safety training to Port Staff and ensures all newly hired employees receive proper training.
- Monitors ongoing updates in safety regulations, laws or reporting requirements and reports changes to Port Manager with recommended changes to Port policy.
- Inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance. This will include all port property and facilities/infrastructure located on port property. Review specifications for new machinery or equipment to determine whether all safety requirements have been met.

- Investigate and report maintenance and safety conditions which might endanger public or staff. Report situation to Port Manager and Maintenance Supervisor.
- Be available to the Port Office to post notices and tags on vessels, RVs, vehicles, and other items found to be in violation of established regulations.
- Assists transient vessels in locating temporary moorage.
- Inspects and maintains emergency and safety equipment, security cameras, and vehicles and reports malfunctions.

OTHER DUTIES: *(include but are not limited to the following)*

- Will assist maintenance crew during heavy workloads or special projects.
- Performs other related duties as required.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level, uneven, and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. Work is performed in a marine environment and incumbents are frequently required to work from boats or at heights above water. The position also requires both near and far vision when performing work and operating assigned equipment and marine vessels. The ability to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold with extreme sun exposure. The incumbent may use chemicals, which may expose the employee to paint fumes, grinding dust, and air contaminants. The incumbent is also required to climb ladders, use power and noise producing tools and equipment, drive boats, motorized vehicles, and heavy equipment. The incumbent may be required to respond to after-hours emergency call-outs and serve as the weekend supervisor as necessary.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Five (5) years' experience in security, law enforcement, public safety or military disciplines or equivalent training.

A degree in Public Safety, Security, or related field preferred.

Experience in a maritime environment working with Commercial Fishing industry, recreational boaters, environmental protection, and marina operations.

OR

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Port **Safety and Security Officer**.

License/Certificate:

Valid Oregon State Driver's License.

Must have or be able to acquire First Aid/CPR Certificate within the 1st Year.

Oregon Boater Education Card issued by the Oregon State Marine Board.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Principles and practices harbor and port operations.
- Commercial and leisure vessel operations.
- A knowledge Federal, State, and local environmental policy.
- A knowledge Federal, State, and local boating regulations and safety programs.
- Customer service skills and conflict resolution.
- Occupational hazards and safety precautions.
- Applicable federal, state, and local laws, codes, and procedures.
- Techniques for establishing and maintaining port and infrastructure safety and security.
- Hazardous conditions and/or safety violations

- Computer use.
- Water safety.
- Environmental and pollution response

Ability to:

- The incumbent must possess the ability to work independently and as part of a team;
- Analyze a complex issue, and develop/implement an appropriate response;
- Follow written and oral directions;
- Observe safety principles and work in a safe manner;
- Establish and maintain effective working relationships;
- Make sound decisions within established guidelines;
- Communicate clearly and concisely, both orally and in writing;
- Must have a flexible schedule and be able to work odd hours inclusive of evenings, weekends, on-call/emergency call out and holidays.

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