

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	10/06
POSITION	SECURITY GUARD	MIN. HOURLY WAGE	\$12.9965
DEPARTMENT	Port Operations		
JOB CODE	42510	GRADE	G18

PHYSICAL LOCATION:

Key West Bight Marina, Key West Bight Ferry Terminal, City Marina

REPORTING RESPONSIBILITIES:

- Marina Manager or his designee

GENERAL FUNCTIONS:

- A responsible position providing nighttime security in the areas of Key West Bight Marina, Key West Bight Ferry Terminal and the City Marina Garrison Bight. Involves patrolling entire area for same. Janitorial duties, assisting with after hours docking in the marina.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write speak and understand English in order to perform duties of this description
- Able to work outside in all types of weather.
- Able to perform hourly security inspections throughout Marinas on foot.
- Able to lift up to 30 pounds to a 45-inch height and carry it 100 yards.
- Able to secure and inspect vessels.

EQUIPMENT TO BE USED:

- Radio, golf cart and/or city vehicle, various types of lighting (i.e. flashlight), cleaning tools and chemicals, security check point recorder, VHF Marine Radio.

ENVIRONMENT:

- Primarily outdoors, all types weather will be encountered.

PHYSICAL REQUIREMENT:

- Walking/Standing 77%
- Sitting 10%
- Using Stairs / Climbing (2' 3' drop) 5%
- Lifting / to 30# 3%
- Bending 5%

DUTIES/TASKS/JOBS:

- Patrol area to provide maximum security for boats and other personal property, as well as City docks, against vandalism, theft and other related acts, calling for assistance (via walkie-talkie) from Police Department, in the event of occurrences that cannot be controlled by guard.
- Enforce all rules and regulations given by Supervisor, regarding marina property.
- Obtain information on boats berthing for first time, relaying same to Dockmaster.
- Maintain daily log of inspection and event.
- To provide parking enforcement functions while on duty.
- Report major disturbances to the police and keep log of all incidents that occur.
- Maintain pleasant and courteous manner at all times when dealing with the public.
- Required to perform minor janitorial/maintenance duties.
- Fuel vessels on an emergency/on call basis.
- Periodically duties other than those listed are required and will be considered part of the regular job while in effect.
- Check in after hour marina arrivals.
- Assist in after hour marina arrival dockage.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Ability to fluently read, write and speak English, and being able to prepare all reports as required.
- Must have valid Florida driver's license and maintain as a condition of employment.
- Periodically duties other than those listed are required and will be considered part of the regular job.
- Must pass background check, be issued and maintain a Key West Port Security Badge as condition of employment.
- Shall have no felony convictions, or misdemeanor convictions involving perjury or false statement.
- Physically capable to respond to security infractions which may result in conflicts with angry or disoriented people.
- Discretion and confidentiality.
- Experienced in public contact.
- Ability to enforce security requirements and parking violations as indicated with tact, firmness and impartiality and to deal courteously with the general public.
- Ability to react quickly and calmly in emergencies.
- Ability to work with minimal supervision and to perform adequately the tasks assigned or required under adverse conditions.
- Vision correctable to 20/20 without significant color blindness.

Periodically duties other than those listed are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirements for an ability or skill a guarantee that ability or skill is going to be used.

I _____ have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City of Key West.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West FL 33040
Telephone: (305) 809-3714**