

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	5/09
POSITION	SECURITY/PARKING ENFORCEMENT SPECIALIST	MIN. HOURLY WAGE	\$12.9965
DEPARTMENT	Port Operations		
JOB CODE	43455	GRADE	G18

PHYSICAL LOCATIONS:

- Key West Bight Marina (including Key West Bight Ferry Terminal) and City Marina.

REPORTING RESPONSIBILITIES:

- Reports directly to the City Marina Manager or his designee.

GENERAL FUNCTIONS:

- To provide security to the KWB and City marina properties. To inspect property and structures to ensure maintenance and safety. To enforce with limited police powers metered parking time limits, special parking permits and general parking violations of state law and City ordinance.

ESSENTIAL FUNCTIONS (Without Accommodation):

- Able to read, write, speak and understand English in order to communicate effectively with the public.
- Able to move around the City on foot, navigating over unlevelled ground, curbs and streets.
- Able to use all equipment as specified.
- Able to work a forty (40) hour work week and overtime when necessary.
- Able to work outside in all types of weather.
- Able to hear in the spoken word range.
- Able to work varied days and shifts.

EQUIPMENT TO BE USED:

- Two-way police radio.
- Wheel propelled measuring device
- Parking citations
- Tow-away slips
- City vehicle

ENVIRONMENT:

- Job consists mainly of walking the Key West Bight and City Marina properties. Driving a car and/or three wheeled vehicle between the properties and exiting the vehicle to perform job functions. Frequently the assigned areas of patrol are covered by walking beats. Outdoor exposure to all weather conditions inherent to Key West.

PHYSICAL REQUIREMENTS:

- Standing 20 %
- Climbing 5 %
- Bending 5 %
- Reaching 5 %
- Sitting 5 %
- Riding 20 %
- Walking 40 %

DUTIES/TASKS/JOB:

- Respond to and enforce any security infractions at designated facilities and properties, summoning police as necessary.
- Monitor and ensure strict adherence to security policies.
- Inspecting, reporting and noting all maintenance, safety, cosmetic, general abnormalities or other issues on assigned properties to appropriate staff.
- Check for valid parking permits in CRA and all City Marina controlled lots and issue citations to illegally parked vehicles.
- Check for improper parking violations in all areas and issue parking citations to offenders.
- Check for parking meter violations and issue parking citations in assigned areas.
- Prepare reports and notes of out of policy parameters to management.
- Must deal with the general public, frequently under circumstances sometimes disturbing to them.
- Required to flex work hours or days within 24-hour notice.
- Other duties as assigned.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- US citizen or legal resident alien eligible/authorized to work in the United States.
- Shall be at least eighteen (18) years of age
- Shall be drug free.
- Shall have no felony convictions or any misdemeanor convictions involving perjury or false statement.
- Minimum of one year experience as a security officer (not parking related).
- Must possess a class D security license or be able to acquire one within 90 days of employment.
- Physically capable to respond to security infractions which may result in conflicts with angry or disoriented people.
- Discretion and confidentiality.
- Experience in public contact.
- Ability to enforce security requirements and parking violations 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 or required under adverse conditions.
- Vision correctable to 20/20 without significant color blindness.
- Normal hearing in the spoken word range.
- Good oral and written language skills.
- Bilingual in Spanish is desirable; any second language is a plus.
- Valid Florida Operator License.
- High school diploma or equivalent.
- Must pass background check and be issued and maintain Key West Port Security Badge as a condition of employment.

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**