

## City & Borough of Wrangell

## Position Description

Position: Cruise Ship Facility Security Officer	Position Number:
Department/Site: Harbor Department	FLSA: Non-exempt
Reports to/Evaluated by: Harbormaster	Salary Grade: 13

### **Summary**

The Cruise Ship Facility Security Officer ensures that cruise vessels and their passengers visiting the Wrangell Port Facility are safe from any threats. The nature of the work requires that the employee maintain effective working relationships with other city departments and employees, State and Federal officials, business and community organizations and the public.

### **Distinguishing Career Features**

This position is temporary and the work hours vary depending on the cruise ship schedule. Some of the duties of this post are laid out in the Department of Homeland Security Port Security Plan.

### **Essential Duties and Responsibilities**

- Performs and enforces duties outlined in the Wrangell Port Security Plan.

### **Qualifications**

- **Knowledge and Skills**

Requires a valid TWIC card. Ability to communicate effectively and politely with the public. Requires boat handling skills.

- **Abilities**

Ability to operate boats and forklifts. Ability to communicate courteously and professionally to customers, coworkers and members of the general public.

- **Physical Abilities**

Ability to lift and carry 50 pounds. Ability to work in all weather conditions. Ability to work throughout all hours of the day.

- **Education and Experience**

High school diploma or GED.

- **Licenses and Certificates**

Valid Alaska Driver's License. Valid CDL preferable. Basic First Aid and CPR certificate preferable. **TWIC card required.**

- **Working Conditions**

Work is performed outdoors in all weather conditions and at all hours.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*