

**SECURITY OFFICER – CAPE MAY-LEWES FERRY
CASUAL**

Locations: Cape May, NJ

Hourly Rate: \$12.75

Opening Date: December 14, 2017 Closing Date: Until Filled

I. POSITION SUMMARY

Security Officer at the Cape May-Lewes Ferry (CMLF) is responsible for providing general security and safety services, making notifications, and supporting the police operations at the CMLF as assigned. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Guard grounds, buildings, and other property.
- Monitor traffic to and from buildings and grounds.
- Direct visitors and vehicles to various parts of buildings and grounds. They answer telephones and transfer calls when necessary.
- Prepare and maintain records as required.
- Patrol buildings and property, examining doors, windows, and gates to assure they are secured and inspect premises for signs of intrusion and interruption of utility service.
- Detain unauthorized persons and notify the police. The Security Officer must possess the physical ability necessary to subdue attacking or resisting individuals.
- Observe departing personnel to guard against theft of Authority property.
- Guard against illegal acts, such as sabotage, and espionage.
- Patrol areas on foot, bicycle, golf cart, and automobile.
- Perform light janitorial duties and set thermostatic controls to maintain a specified temperature in buildings or cold storage rooms.
- Assist employees, managers, and police officers in emergency situations. Security Officers communicate and cooperate with local law enforcement agencies. They activate and deactivate alarm systems. Security Officers engage in interpersonal communications with the public and co-workers by promoting a professional and courteous environment at Authority facilities.
- Participate with co-workers and supervisors in the advancement of the Cape May-Lewes Ferry's mission statement and the troop's goals and objectives.
- Protect the public, co-workers and themselves from harm and injury by following established safety and security practices, and by reporting safety and security hazards. Security Officers are expected to correct safety and security hazards, if reasonably within their ability to do so.
- Work rotating shifts and be required to adapt to various working conditions that are

affected by weather and seasonal changes in the Ferry's operation.

- Provide first-aid, CPR, and properly apply an AED in a medical emergency.
- Assist police officers as instructed. This may also include climbing over obstacles and jumping down from elevated surfaces. Security Officers may perform mathematical calculations, determine the need for repair and reliability of departmental equipment and perform random equipment inspections.
- Provides the highest level of customer service

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of laws related to their security duties, departmental rules/regulation/procedures, as well as other resource materials.
- Ability to drive in non-emergency conditions.
- Ability to communicate effectively both orally and in writing, and cope with stressful situations.
- Ability to evaluate a situation, respond correctly, and apply appropriate discretion and common sense.
- Ability to provide superior customer service

IV. REQUIREMENTS

- High School diploma or equivalent
- Twenty-one (21) years of age or older.
- A citizen of the United States.

V. LICENSES, REGISTRATIONS AND CERTIFICATES

- Valid driver's license.

VI. ADDITIONAL REQUIREMENTS

- Subject to pre-employment physical, background check, and pre-employment and random drug testing.

Interested applicants may apply on-line at www.drba.net