

PORT COURIER/ROVING SECURITY OFFICER

The Port of Corpus Christi Authority of Nueces County, Texas is currently accepting applications for a Port Courier/Roving Security Officer. This position under the supervision of a PCCA Police Supervisor performs PCCA courier and roving security patrol duties in a timely, cognizant and professional manner and in accordance with PCCA policy and Standard Operating Procedures (SOP).

ESSENTIAL FUNCTIONS:

1. Performs mail and other related courier duties including but not limited to the pick-up, sorting, delivery and distribution of mail from post office, intra-office and inter-office facilities utilizing an assigned PCCA vehicle and push cart and following a pre-determined schedule.
2. Performs miscellaneous pick-up and delivery trips (special runs) in the Corpus Christi and surrounding area as required. Keeps supervisor apprised of whereabouts.
3. Properly operates PCCA postal equipment, including but not limited to posting, sealing, weighing and determining postage on letters and packages. Keeps Human Resources Assistant apprised of issues relating to postal equipment.
4. Engages in roving/mobile patrols in an assigned PCCA vehicle, and within a defined geographical area; ensures security systems and components are in place to prevent unauthorized entry onto PCCA property.
5. Monitors docking and vessel movements from PCCA docks as directed and with a focus on safety and protection of PCCA property and personnel. Reports water meter readings and associated information with vessel movements for each assigned dock.
6. Communicates information to, and receives information from the Security Command Center on PCCA radio system and/or telephone, and reports to Security Command Center in accordance with established PCCA Police & Security Department policies and procedures.
7. Provides scheduled relief for the Admin Port Security Officer in accordance with Standard Operating Procedures for this position. Responsibilities during this relief period include:
 - a. Operates the main console and the administration office reception area including but not limited to greeting and announcing visitors, answering the main console, transferring incoming calls to PCCA personnel and answering general questions concerning the PCCA.
 - b. Relays messages to PCCA personnel regarding visitors or telephone inquiries when needed and informs PCCA staff of packages received.
 - c. Utilizes paging system to contact PCCA staff.
 - d. Secures port administration by requesting proper photo identification of all visitors and in accordance with established PCCA policies and security department policies.
 - e. Keeps and maintains visitor log in computer system.
 - f. Adheres to the provisions outlined in 33CFR105 and attends training as needed to remain in compliance with the regulations.
8. Communicates with employees, customers, vendors, etc. in a professional, coherent and effective manner.

Other:

9. Adheres to port policy and promotes a safe work environment.
10. Functions in pre or post-disaster preparedness as an essential employee.
11. Performs related duties as assigned by Security Command Center, Port Police.

12. Staffs fixed security guard house/access control point as needed, and schedule allows.
13. Maintains an alert, vigilant watch to guard against unauthorized entries onto PCCA property, and assures access control policies/procedures are adhered to.

ADDITIONAL PHYSICAL FACTORS:

While performing duties employee is regularly required to sit, standing for long periods of time, walk, reaching, speak or hear, use hand to finger movements, rotational and flexing head movements frequently required to reach and occasionally required to lift and/or move up to 25 pounds, stoop, kneel, climb, crouch, or crawl.

ENVIRONMENTAL FACTORS:

Exposure to adverse weather conditions fumes and/or airborne particles. Frequently exposed to physical danger, hazards associated with driving a motor vehicle, and moderate noise levels. Occasionally must wear standard Personal Protective Equipment including eye and hearing protection when performing job. General office environment during coverage of front desk.

VEHICLES, EQUIPMENT, TECHNOLOGY USED TO DO THE JOB:

Operates a motor vehicle, personal computer, multi-line phone, as well as standard postage equipment. Wears back support belt as needed.

MINIMUM ACCEPTABLE QUALIFICATIONS:

High School Diploma or equivalent; valid driver's license with good driving record, must not have had any traffic citations or been involved in any chargeable traffic accidents in the past two years; must have basic abilities and experience with Microsoft Word and Excel, familiarity with postage equipment and multi-line phones preferred; experience in the writing and preparation of basic reports; demonstrated proficiency of the English language, effective verbal and written communication skills; ability to meet and deal with the public; pleasant demeanor; ability to work with other employees and maintain a high level of confidentiality; general knowledge of the Corpus Christi area preferred; ability to understand written and oral instructions; prior military, police or security experience preferred, six (6) months experience in the types of duties outlined above or acceptable equivalent experience preferred. Ability to work Monday through Friday, 8:00 a.m. to 5:00 p.m. and possible 12 hour shift, if needed and depending upon operational/security demands. The successful candidate must be willing to undergo a complete extensive personnel and criminal background investigation. Candidates for this position must pass a physical exam, which includes drug screen. Must possess or be eligible to obtain a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514 (TWIC Requirement). Must attend PCCA Security Department training in 33CFR105 mandated facility security plan and procedures, and successfully pass a written exam (training provided by PCCA after employment).

Salary commensurate with experience, minimum \$13.19 per hour, non-exempt

Apply online at www.portofcc.com or by contacting Workforce Solutions of the Coastal Bend at (361) 882-7491. Applications and resumes must be received by the PCCA Human Resources Department on or before Friday, June 26, 2015. The Port of Corpus Christi is an Equal Opportunity Employer.