



JOB DESCRIPTION

JOB TITLE: Port Security Officer
SERVICE LINE: Security
REPORTS TO: Security Supervisor
DATE CREATED: October 22, 2019
DATE MODIFIED: January 14, 2025

JOB SUMMARY

The Port Security Officer (“PSO”) is responsible for carrying out security duties in conformance with the Port Facility Security Plan and the compliance with the Port Authority of the Cayman Islands (“PACI”) and the International Ship and Port Facility Security (“ISPS”) code.

RESPONSIBILITIES

- Responds to vessel calls and occurrences via VHF or other communication methods and logs such related communications as per PACI requirements.
- Patrols PACI facilities to prevent and detect signs of intrusion and ensure security of doors, windows, and gates, answering alarms and investigating disturbances as they occur.
- Monitors, controls and authorizes entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Warns persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
- Operates screening devices to prevent passage of prohibited articles into restricted areas.
- Escorts individuals to specified locations and to provide personal protection.
- Inspects and adjusts security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.
- Assists in any area and task necessary for pre/post potential natural disaster or inclement weather.
- Undertakes any reasonable training that the Company may require. This includes training for current or new duties as well as the periodic reassessment of existing certifications.
- Strives to achieve consistently high levels of productivity and customer service, meeting the performance targets that will be set and reviewed on a rolling basis.
- Ensures compliance to all policies, procedures, Standard Operating Procedures (“SOP”), with recommendations for action and continuous improvement.
- Any other duties as required by Management

Communications

- Write reports of daily activities, incidents and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call 911 in cases of emergency, such as fire or presence of unauthorized persons.

- Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.

QUALIFICATION /EXPERIENCE

- Must be a high school graduate.
- At least 1 years' demonstratable experience within security / law enforcement / military is essential.
- Basic understanding of computer usage is required.
- Knowledge of the ISPS code.
- Experience in Public Safety and Security.
- Knowledge of Local Laws.
- Knowledge in Human Behaviour.
- Aware of elements present for a crime to occur.
- Basic maritime knowledge (swimming, line handling, radio procedure etc) is highly preferred.

PREFERRED SKILLS

- Works with minimal supervision.
- Effective verbal, written, presentation and listening skills.
- Provides a high level of customer service to the public and staff through various communication means.
- Makes sound, independent decisions within established policy and procedural guidelines.
- Ability to quickly learn various computer programs.
- Handles difficult customer situations with composure.
- Makes timely decisions and demonstrate strong problem-solving skills.

PERSONAL ATTRIBUTES

- High levels of motivation to excel and seek organisational & personal continuous improvement.
- Friendly, honest, punctual, reliable, pleasant and willing to help where necessary.
- Able to get along with people from different levels within the organization.
- Courteous and conduct oneself in a professional manner at all times.
- Detailed oriented, discrete, diligent and dependable.
- Self-starter and able to use sound judgement.

SUPERVISION OF OTHERS

- Direct supervisory responsibility as indicated in PACI's Organizational Chart, as defined in the PACI Human Resources Policies and Procedures and / or as outlined in the Cayman Islands Port Authority Law (1999 Revision).
- The postholder is directly responsible for the active supervision of the contracted security guards.

WORKING CONDITIONS

ENVIRONMENT

Work is performed primarily indoors or in an open environment standing for extended time period. This is a full-time position with standard working hours of 40 hours per week as rostered, including regular overnight shift work. A week is Sunday through Saturday. The postholder may be required to work extended hours before or after the regular scheduled hours, weekends, public holidays and is on call 24/7 in the event of an emergency. Travel may be required (primarily to the Sister Islands, the Caribbean and North America).

PHYSICAL

Primary functions require sufficient physical ability and mobility to work in a high-level traffic area. This includes the ability to stand or sit for prolonged periods of time, and to occasionally stoop, bend, kneel, crouch, reach, and twist. Additionally, the postholder may be required to lift, carry, push, and/or pull light to moderate amounts of weight (up to 50 pounds). The employee is required to wear appropriate Personal Protection Equipment (“PPE”). The employee could occasionally be exposed to extreme temperatures, fumes, or airborne particles. The noise level in the workplace is moderate.

VISION

Sight in the normal visual range with or without correction is required. Constant use of sight abilities including depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near, mid and far-range while operating equipment and the ability to adjust focus.

HEARING

Hearing in the normal audio range with or without correction is required. Frequent use of speech abilities required in communicating with co-workers, maintaining radio contact, alerting workers working in/around moving equipment; constant use of hearing abilities to communicate with co-workers, monitor equipment performance, and give/receive instructions.

The Port Authority of the Cayman Islands reserves the right to amend this Job Description based on the business requirements of the Port; and will advise the postholder of such change(s) within two weeks of the review.

AGREED BY:

Job holder (CAPITALS): _____

Signature: _____

Date: _____

Manager: _____

Date: _____

Dept. Head: _____

Date: _____