

## 8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

**PERCENTAGES MUST TOTAL 100%** LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Maintains security of facilities and grounds in accordance with local, state and federal laws, and the U.S. Department of Homeland Security's Transportation Worker Identification Credential (TWIC) regulations; as well as maintaining traffic and parking control for the Lake Charles Harbor & Terminal District (Port of Lake Charles); Assists the District's Harbor Police Department, an armed, uniformed and commissioned police force, and the contract gate guard service as needed

Physical abilities such as standing, stooping, bending, walking, running, pushing, pulling, climbing, lifting 30 pounds or more; work outdoors in all types of weather and work around waterfront are required in order to fulfill the duties of this position.

May be required to function as an essential employee in pre or post-disaster preparedness or activities

45% Staffs the District's Command and Control Center facility, which must be manned at all times; Observes camera monitors which record activity at various locations on District property;

Answers emergency telephones;

Dispatches police personnel as needed;

Answers questions from the public regarding hours of operation, directions to facility, etc.;

Obtains identification documents and completes forms for visitors requiring a TWIC escort;

Issues TWIC "Under Escort" tags;

Patrols District grounds on foot or by vehicle;

Checks security of buildings and grounds;

Secures minor disturbances and situations;

Offers minor first aid, when necessary, until medical help arrives;

Assists contract gate guard services;

Mans fixed security guard gates / access points

45% Maintains watch of gates as trains enter by rail, ensuring that those required have a TWIC;

Ensures that gates are closed after train's arrival and/or departure;

Directs traffic when needed;

Monitors persons entering and exiting District property;

Ensures that persons entering and on secure District property possess a TWIC;

Monitors parking on docks

10% Performs basic maintenance on equipment assigned to this position, including daily upkeep of the vehicle;

Assists in housekeeping duties at the Command Center

Performs other duties as needed or assigned