



USS MISSOURI MEMORIAL ASSOCIATION
POSITION DESCRIPTION

Position Title: Security Officer

Reports to: Security Manager

Department: Security

Primary responsibilities: Responsible for providing a secure and safe environment for visitors and employees while enhancing the visitor experience through a friendly, helpful and positive attitude and professional appearance.

Primary duties:

1. May be assigned to a fixed post or roving patrol
2. Conducts random and indiscriminate monitoring patrols to ensure that assigned areas are safe and secure from potential hazards (affecting employees, visitors, volunteers) and/or loss due to theft and/or property damage. Based on findings, conducts investigations as necessary.
3. Intercedes and/or stops all unsafe acts, secures hazardous areas, marks off and/or barricades hazard areas eliminating the potential of injury and/or property damage. Based on findings, conducts investigations as necessary.
4. Provides support and assistance for all emergency, safety, and security situations as necessary
5. Ensures that the safety of visitors and the security of the facility is maintained at all times
6. Maintains and is accountable for individual logs, reports, notebook and assigned equipment
7. Directs visitors and controls access
8. Inspects commercial vehicles in accordance with NA VST A security requirements
9. Acts as liaison between emergency personnel, staff, other departments, contractors, visitors and the general public. Assist with special event preparation and special projects as needed.
10. Other miscellaneous duties as assigned. Answers visitors questions, addresses concerns

Working Conditions: A security officer spends over 2/3 of the time in warm, humid conditions. Under 1/3 of the time is spent in non-weather humid/wet conditions and high places. A security officer may walk through parts of the battleship currently undergoing restoration with limited lighting and exposure to paint fumes, paint chips, and paint particles.

Schedule: Up to 40 hrs. per week: weekends, evenings, and holidays may be required

Education, Experience and Skill requirements: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one on-one and small group situations to customers, clients, and other employees of the organization.

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

The security officer must possess good communication skills, be personable, approachable, demonstrate customer service and work well with the public

CPR certified (current), first responder certified

A working knowledge of several types of monitoring systems is a plus.

The security officer must meet all physical requirements associated with this position.

Familiarity with and/or ability to use a personal computer, two-way radio, basic office equipment and security systems.

Historical, memorial and museum experience a plus.

Physical requirements: A security officer spends over 2/3 of the time standing, walking, climbing, balancing, talking and/or hearing. 1/3 to 2/3 of the time is spent using hands to finger, handle, feel, reach with hands and arms. Less than 1/13 of the time is spent sitting, stooping, kneeling, crouching or crawling. 1/3 of the time the security officer may need to lift or move objects weighing as little as 10 pounds and no more than 50 pounds. A security officer needs excellent general vision, good peripheral vision, the ability to judge distance and a sense of smell in order to ensure the safety of employees and visitors.