

PORT FREEPORT, TEXAS



Title: Facility Security Officer

Class Code: fso
Pay Grade: 121

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

General Description

The purpose of this job/class within the organization is to protect the Port Freeport community against all hazards through prevention, identification, and elimination of threats to security by enhancing, implementing, monitoring, and enforcing Port Freeport's Facility Security Plan (FSP) and associated regulations, laws, and United States Coast Guard (USCG) Navigation and Vessel Inspection Circulars (NVIC).

This job/class formulates long-range goals for the organization, develops policy, practices and procedures, and tariffs.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

- Develops, amends, and implements the Port's Facility Security Plan (FSP) and ensures tenant and visitor compliance with the FSP along with the requirements of the Maritime Transportation Security Act (MTSA), Code of Federal Regulations Title 33 (Navigation and Navigable Waters), and Code of Federal Regulations Title 49 (Transportation).
- Develops and recommends physical security measures which integrates people, procedures, and/or technology for the protection of assets against thefts, sabotage, and malicious human attacks.
- Develops, coordinates and conducts security awareness, Transportation Worker Identification Credential (TWIC) escort, and other security related training for all Port personnel, contractors, tenants, and visitors requiring access to marine terminal restricted and/or secure areas; maintains training records.



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- Acts as the Port's Protective Services liaison to commercial tenants and maritime customers on matters of Port security.
- Consults with IT Department on implementing security and emergency coordination software and maintains thereafter.
- Assists with overseeing the Port's contractor security services, including, but not limited to access control points, patrol, communications, video surveillance, scales, Badge Center, and K9 operations.
- Prepares and analyzes records, reports, and crime pattern data to ensure efficient operations and to comply with authorized requests for information regarding activities and personnel of the department.
- Investigates and writes security incident reports. Evaluate suspected security breaches and recommend corrective actions.
- Works closely with Port Freeport IT Department to assure cybersecurity measures are implemented in compliance with USCG and Department of Homeland Security (DHS) requirements.

Additional Duties:

Monitor threats and vulnerabilities regarding critical assets and implement safeguard recommendations.

Responds to questions, complaints, and requests for information from private citizens and various government agencies and individuals regarding security matters

Acts as a back-up for the Director of Protective Services when he/she is not available.

Attends law enforcement and first responder conferences, workshops, conventions, and other educational meetings to keep abreast of modern security, response and other public safety and Homeland Security methods, operations, and administration.

Evaluate changes and growth within the Port environment for security impact and recommend potential solutions if required.

Performs related work as assigned.

Responsibilities, Requirements, and Impacts



PORT FREEPORT, TEXAS



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Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates with others in the sequence of major activities and reports on operations and activities which are very broad in scope; read, understand, and prepare summaries of complex federal and state statutes, laws and regulations.

People Responsibility:

People includes co-workers, workers in other areas or agencies and the general public.

Negotiates, exchanges ideas, information, and opinions with others to mitigate risk or arrive jointly at decisions, conclusions, or solutions. Works with other to create a collaborative environment.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for preventing losses through the development of mitigation strategies that has an organization-wide impact or significant impact on the general population.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses complex mathematical calculations; statistics applying such functions as frequency, distribution, reliability, validity and correlation techniques; finance and economics using financial and econometric models.

Communications Requirements:



PORT FREEPORT, TEXAS



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Communications involves the ability to read, write, and speak.

Reads and understands regulations, laws, and legal documents; negotiate and resolve Port tenant/user concerns on security matters; speaks before professional and civic groups; participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex articles and reports and develops presentations for sophisticated audiences.

Judgment Requirements:

Judgment requirements refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for long range goals, planning and methodologies. Decision-making is focus of job, affecting the entire organization and surrounding population; works in an unstable environment with frequent and significant changes in conditions.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs work involving the application of broad principles of security and emergency strategies to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

Property Damage & loss of life – **Serious**

Data loss – **Serious**

Exposure to legal liability – **Serious**

Brand loss - Moderate

Economic loss – Moderate



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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs light work that involves walking, climbing stairs, standing, lifting small packages, and repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Coordinates the handling/use of computers, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Extreme heat and/or cold; Wet or humid conditions; Extreme noise levels, Animals/wildlife; Traffic; Moving machinery; Physical assault.



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Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Position involves employee level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

A Bachelor's degree from a four-year college or university with major course work in homeland security, criminal justice, business management, or related field, or an Associate's Degree plus six (6) years progressively responsible experience in security or law enforcement or eight (8) years progressively responsible experience in security or law enforcement.

Five (5) years of experience in security, law enforcement, or regulatory affairs

Three (3) years of security or regulatory experience in an MTSA environment or a federal regulatory or law enforcement agency governing the marine transportation network, MTSA facilities, or CFATS facilities.

Two (2) years of experience as a Facility Security Officer or Assistant Facility Security Officer in an MTSA environment, or a federal regulatory or law enforcement agency governing MTSA facilities.

Proficient with the ASIS International Protection of Assets (POA) manual and crime prevention through environmental design (CPTED).

Proficient with computer usage including Microsoft Excel, Word, PowerPoint, and Outlook.

Special Certifications and Licenses:

Valid Texas Class C driver's license
Transportation Worker Identification Credential (TWIC)



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American Heart Heartsaver® First Aid/CPR/AED within one year of appointment
NIMS 100/200/700/800

Texas A&M Infrastructure Protection Certificate preferred (DHS/FEMA AWR213, MGT 310, MGT315, MGT 414)

Americans with Disabilities Act Compliance

Port Freeport is an Equal Opportunity Employer. The Americans with Disabilities Act (ADA) requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Serves as an essential member of initial response team both pre and post emergency management event.

Organization-wide Employee Responsibilities

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

