

Job Description: Night Security & Maintenance Technician  
Department: Guest Services  
Reports to: Maintenance Lead  
FLSA Status: Non-Exempt



**Position Summary:** The Night Security/ Maintenance Technician makes sure the property is safe for its occupants and that the buildings are secure, clean and maintained. The primary duties are to patrol the premises, detect activity, assist guests and ensure the safety of occupants, and to perform a variety of general maintenance and custodial functions. The position is the primary point of contact person for guests and emergencies from the hours of 11 p.m. to 7 a.m. The Night Security & Maintenance Technician receives written and verbal instruction from the Maintenance Supervisor regarding tasks that need attention. In addition to maintaining our vision by adhering to our values and management principles, this position must provide the highest level of service to our guests.

### **Responsibilities**

- Maintain safe and secure environment for customers by patrolling and monitoring facilities and grounds
- Act as a primary contact for lodging guests from 11 pm to 7 am and serve as the emergency contact in accordance with the Fort's Emergency Guide.
- Conduct regular vehicle security sweeps during the night
- Guard against theft and maintain security
- Respond to alarms and calls for assistance
- Stop suspicious people and ask for identification
- Report rule infractions and violations to supervisor
- Report any suspicious activity or crime to 911
- Conduct nightly checks of buildings to make sure doors and windows are locked, lights are turned off and heat is at a proper setting.
- Perform assigned maintenance duties and projects
- Remove trash, move furniture, light painting and night maintenance of buildings.
- Operate facility equipment safely, ensure proper storage of materials and equipment used in work
- Keep all areas properly supplied with toilet paper, paper towels, soap and other items
- Respond to critical calls to resolve facility and guest issues.
- Other duties as assigned by supervisor or other management

### **Minimum Qualifications**

1. High School Diploma or GED equivalent preferred
2. CPR Certification and/or First Aid training preferred
3. Willingness to maintain a neat, clean and well-groomed appearance in accordance with grooming standards
4. Washington State Driver's License (or similar) with a clean driving record

### **Knowledge, Skills, and Abilities**

1. Requires bending, stooping, reaching up and lifting up to 50 pounds
2. Provide excellent customer service.

3. Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
4. Ability to walk or stand for prolonged periods
5. Ability to operate all necessary equipment
6. Available for flexible scheduling to meet the needs of the department
7. Ability to follow directions thoroughly
8. Ability to work in outdoor areas
9. Can work on own as well as part of a team
10. Strong service/quality attitude
11. Sense of urgency and ability to meet deadlines
12. Ability to work with minimal supervision
13. Ability to prioritize and organize

**Key competencies**

Key competencies include attention to detail, customer service, sound judgement, ability to manage difficult people, safety management, professionalism, reporting skills, integrity, dependability, reliability, problem solving, and strong customer service orientation.

Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

**EEO Statement**

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability. Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families.***

Employee (Print Name)	Employee Signature	Date
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Night Security and Maintenance Technician  
 PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			x		
Walking				x	
Standing				x	
Running			x		
Bending or twisting				x	
Squatting or kneeling				x	
Reaching above shoulder level				x	
Climbing (e.g. ladders)				x	
Driving cars, light duty trucks				x	
Driving heavy duty vehicles				x	
Repetitive motion of hands/fingers				x	
Grasping with hand, gripping				x	
Lifting/carrying 10-25 pounds				x	
Lifting/carrying 26-50 pounds				x	

	NA	NE	O	F	C
Lifting/carrying more than 50 pounds				x	
Pushing/Pulling				x	
Using Foot Controls			x		
Work in/exposure to inclement weather			x		
Work in/exposure to cold water			x		
Exposure to dust, chemicals or fumes			x		
Work/live in remote field sites	x				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	x				
Swimming, scuba diving	x				
Work at heights (e.g. towers, poles)	x				
Exposure to infection, germs or contagious diseases	x				
Exposure to blood, body fluid, or potentially contaminated materials		x			
Exposure to needles or sharp implements		x			
Use of hot equipment (e.g., ovens)		x			
Exposure to electrical current			x		
Seeing objects at a distance			x		
Seeing objects peripherally			x		
Seeing close work (e.g., typed print)			x		
Distinguishing colors			x		
Hearing conversations or sounds			x		
Hearing via radio or telephone				x	
Communicating through speech			x		

	NA	NE	O	F	C
Communicating by writing/reading			x		
Distinguishing odors by smell			x		
Distinguishing tastes		x			
Exposure to wild/dangerous animals		x			
Exposure to insect bites or stings		x			
Work/travel in boat/small aircraft	x				
Exposure to aggressive/angry people		x			
Restraining/grappling with people	x				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date