

JOB DESCRIPTION



POSITION TITLE		EFFECTIVE DATE
Security Specialist		1/1/2024
EMPLOYMENT STATUS	FLSA STATUS	REMOTE WORK
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/> On-Call	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Full <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Partial
REPORTS TO	WORK LOCATION	SALARY RANGE
Vice President of Services	Los Alamitos, CA	\$60,000 - \$85,000

POSITION SUMMARY

As a Security Specialist, you will be responsible for providing services to clients to ensure compliance with Maritime Transportation Security Act (MTSA) laws and regulations. This includes identifying and assessing risks and hazards, developing and implementing plans and programs, and providing technical guidance and training. You will work with various stakeholders, including Federal, State, and local agencies and industry representatives, to coordinate and provide client services such as drills, audits, training, exercises, and developing and updating security plans.

To be eligible for this position, you must have specialized knowledge of MTSA requirements, principles, and methods, along with problem-solving skills and resourcefulness to tackle complex challenges. The ideal candidate will have a working knowledge of relevant laws, regulations, standards, and planning frameworks and doctrine, including the following:

- 33 CFR Chapter I Subchapter H (Parts 101-107), USCG Maritime Security Regulations
- Maritime Transportation Security Act (MTSA) of 2002
- International Ship and Port Facility Security (ISPS) Code
- Homeland Security Exercise and Evaluation Program (HSEEP)

You should also possess excellent oral and written communication skills and be able to work professionally and effectively in a team environment and on your own.

Job performance will be measured by on-time delivery of excellent services, safe and efficient implementation of Company policies and procedures, and client satisfaction.

Ideally, the candidate will also have a general understanding of emergency management principles using the National Incident Management System (NIMS) as described by the Federal Emergency Management Agency (FEMA). While a new hire is not expected to be an expert, they will become a part of the company's response management support team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions of this role include, but are not limited to, the following:

- Provide excellent services to clients, including:
 - Conduct planning, auditing, training, drills, and exercises for port, facility, and vessel security measures

- Conduct emergency response planning, auditing, training, drills, and exercises for facilities and vessels
- Plan, direct, and participate in project activities and coordinate with other Company personnel as deemed necessary by the project or task
- Provide logistical support required for Company projects
- Developing training materials, drill and exercise scenarios, and after-action reports
- Identify and develop new business opportunities during assignments
- Professionally represent the company in good faith at all times
- Maintain regular communications with team members and clients
- Follow appropriate protocols for handling Sensitive Security Information (SSI)
- Operate personal computer to access e-mail, electronic calendars, and other business software
- Perform other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma or GED (Two years of college or equivalent work experience preferred)
- Basic knowledge of the marine industry and port operations
- Knowledge of MTSA, maritime security, and emergency response operations
- Capable of working independently, demonstrating self-reliance, resourcefulness, and initiative
- Ability to deal with others using courtesy, tact, and sound judgment.
- Strong communication skills, including the ability to read, write, and speak English.
- Proficient in written communication, including writing skills for technical documentation and report writing
- Working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook

GENERAL REQUIREMENTS

- Valid driver's license
- Must have own reliable transportation
- Valid Transportation Worker Identification Credential (TWIC) card
- Must have a valid passport
- Able to comply with mandatory drug testing requirements
- Must be able to lift 50 lbs unaided
- Flexibility to travel for projects as needed (see *Travel Requirements*)
- Available to respond/travel to emergency incidents (see *Emergency Response Activation*)

TRAVEL REQUIREMENTS

This position requires travel for projects as needed. You will be expected to travel to different locations within the country or abroad to meet with clients, partners, or team members, or to attend training, workshops, or conferences. The duration and frequency of travel will vary depending on the project scope and objectives. You will be responsible for planning and managing your travel arrangements and expenses in accordance with the company's policies and procedures. You will also need to communicate effectively with your supervisor and team before, during, and after your travel. To be successful in this role, you should have, a flexible schedule, and a willingness to adapt to different cultures and environments.

EMERGENCY RESPONSE ACTIVATION

As part of your duties, you will be required to respond to emergency response activations on a 24-hour basis. You will need to be prepared to mobilize quickly and effectively in the event of an activation, following the Company's established protocols and procedures. You will also need to communicate and coordinate with other emergency responders, such as law enforcement, fire departments, medical personnel, and government agencies. To be successful in this role, you should have a strong sense of responsibility, adaptability, and teamwork.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to use hands or fingers and handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

REMOTE WORK

We are a remote-friendly company that offers flexible work arrangements for our employees. Depending on your role and situation, you may be able to work from home full-time or part-time or choose a hybrid model that combines remote and on-site work. We believe that remote work can benefit both our employees and our organization, as it can increase productivity, satisfaction, and diversity. However, we also value face-to-face interaction and collaboration, and we expect our remote employees to communicate regularly with their team and manager, and to attend occasional in-person meetings and events.

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NOTE:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

HOW TO APPLY:

If you are interested in applying for this position, please send a resume or CV to info@amergenttechs.com.