**Job Title:** SECURITY GUARDS (PART TIME ON CALL CASUAL EMPLOYEE)  
**Department:** 6438 - PINNEY DOCK  
**Business Unit:** TERMINALS  
**Reports To (Job Title):** TERMINAL MANAGER  
**FLSA Status:** ☑ Non-Exempt  

## JOB RESPONSIBILITIES:

**Primary purpose:**
- To account for all individuals entering and exiting the facility and to patrol the premises to ensure the security of the facility.

**Essential duties and responsibilities:**
- Identify all individuals entering the facility and ask for appropriate documents to verify identification.
- Monitor marine radio for interfacing with ships entering the port.
- Use two-way radios to communicate.
- Report irregularities to Facility Security Officer or other designated individual.
- Call 911 in the event of an immediate emergency.
- Perform safety orientation for visitors and third parties.
- Maintain various records and logs.
- Check weigh of trucks.
- Assist in scheduling casual part time on call employees.
- Comply with all Kinder Morgan safety procedures.
- Participate in company training and safety program.
- Adhere to all Kinder Morgan policies and procedures.
- Perform other duties as trained and directed.

## JOB REQUIREMENTS:

### Minimum requirements:

**Education:**
- High School diploma or equivalent.

**Experience / specific knowledge:**
- Prior experience as a security guard preferred.
- Must be able to communicate and comprehend clearly, verbally and in writing, in English.
- Must be able to understand and comply with all requirements for any emergency.
- Must be able to take direction / supervision and work cooperatively with other people.

**Certifications, licenses, registrations:**
- Must be able to obtain and maintain a TWIC clearance.
- Must have and maintain a drivers license and be insurable by company insurance carrier.

**Competencies, skills, and abilities:**
- Successful completion of background check.
- Must be able to work with a team, follow written and verbal direction from supervisors, keep required work schedules, focus attention to details and follow work rules.

**Physical demands:**
- Must be able to stand and/or walk for extended periods of time.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Working conditions:**
- Will be required to work outside in all types of weather.
- Will be assigned to first, second, and third shifts as required.
- Overtime, weekend and holidays may be required.
- Subject to work upon 24 hour to one month notice, depending on vessel schedule.

**Supervisory responsibility:**
**JOB REQUIREMENTS:**

- None

**Preferred education, experience, certifications, competencies, skills, and abilities:**

*Above the minimum requirements; not required but advantageous in this position:*

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**Other responsibilities:**

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The above statements describe the general nature and level of work being performed. This position may perform other duties as assigned.

Kinder Morgan is an equal opportunity employer. Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, citizenship status, marital status, medical condition, physical or mental disability or any other legally protected status. EOE/M/F/D/V