



POHNPEI PORT AUTHORITY

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VACANCY ANNOUNCEMENT

No. PPAVA 13-23

POHNPEI PORT AUTHORITY, A PUBLIC CORPORATION OF THE POHNPEI STATE GOVERNMENT, IS NOW ACCEPTING APPLICATION(S) FOR THE POSITION FOR:

POSITION: Seaport Police Officer II (2 Positions)
SALARY: Grade-6 Starting at \$11,308.00 Per Annum (COLA included)
LOCATION: Pohnpei Port Authority
Dekehtik Island, Pohnpei State
OPENING DATE: September 27, 2023
CLOSING DATE: October 20, 2023

SUMMARY: Supervises the safety and security assignments at the airport and assumes Officer in charge during such shift, and otherwise patrols and monitors airport property and facilities accordingly.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Directs and supervises Officers under shifts assignments, record any activities and compile and submit written reports required from the particular shift.
2. Directs Officers to his/her assigned posts and ensure that all assignments are carried out as required. Posts/Gates should be manned at all time with proper safety equipment and required tools for vehicles and body search.
3. Patrols and monitors the runways and facilities of the airport. Physically checks and tests airport security access areas such as security doors and baggage claims areas to assure controlled access. Identifies and reports real and potential security breaches.
4. Enforces authorized access to controlled areas and procedures regarding identification badges. Otherwise enforces regulatory mandates, rules, regulations and procedures using prescribed public relations and/or confrontation protocols and procedures.
5. Directs and controls vehicular traffic at the airport, and assures that parking lots and traffic ways are controlled accordingly.
6. Regularly participates in classes, training programs and exercises to develop and maintain skills and abilities to provide effective security and safety at the airport.

7. Responsible for making logical decision in regards to any issue that requires law enforcement assistance.
8. Performs and supervise aviation security screening delegated to airport division.
9. Plan and make recommendations on work schedules and also draft the work schedule when necessary.
10. Monitors and maintain tidiness of the working areas and assigned equipment.
11. Reviews and make comments necessary on all police documents prepared by subordinates in each shift.
12. Evaluates police officers and provide additional recommendations to personnel evaluations.
13. Initiate actions necessary for police officers for the purpose of improving work performances.
14. Ensures police officers comply with all rules and regulations of PPA and to report any violations committed.
15. Provides recommendation and actions necessary for police officer that violate PPA rules and regulations and other policies.
16. Reports facilities and equipment that need maintenance attention.
17. Prepares and submits reports regarding safety & security incidents according to procedures.
18. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This position supervises 4 Airport Police Officers.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

MINIMUM QUALIFICATION REQUIREMENTS:

Associate's degree (A. A.) or equivalent from two-year college or technical school plus 2 years related work experience and/or training; or equivalent combination of education and experience. Otherwise, must successfully complete the prescribed training in airport security and safety. Must have no record of felony or criminal conviction.

HOW TO APPLY:

Application forms can be obtained from the office of the Pohnpei Port Authority at Dekehtik Island, Pohnpei State. Completed applications or resume should be submitted to the same office no later than the closing date of this vacancy announcement.