## Job Description:

**PRIMARY PURPOSE:** To account for all individuals entering and exiting the facility and to patrol the premises to ensure the security of the facility.

- Identify all individuals entering the facility and ask for appropriate documents to verify identification
- Complete roving patrols to ensure security of the facility
- Monitor marine radio for interfacing with ships entering port
- Use two-way radios to communicate
- Report irregularities to Facility Security Officer or other designated individual
- Call 911 in the event of an emergency
- Perform safety orientation for visitors and third parties
- Maintain various records and logs
- Check weight of trucks
- Assist in scheduling casual part-time 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

## Desired Skills:

- High School Diploma or Equivalent
- 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 an emergency
- Must be able to take direction/supervision and work cooperatively with other people
- Must be able to obtain and maintain a TWIC clearance
- Must have and maintain a drivers license and be insurable by company insurance carrier
- Successful completion of background check
- Must be able to work with a team, follow written and verbal directions from supervisors, keep required work schedules, focus attention to details and follow work rules
- Must be able to stand and walk for extended periods of time
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- 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

## How to apply:

Applicants may apply for position online: [www.kindermorgan.com](http://www.kindermorgan.com)

If you need assistance or have any questions, feel free to contact:
OhioMeansJobs Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234

Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs. (Attachment #2)

Thank you and best of luck.

OhioMeansJobs Ashtabula County

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