



JOB VACANCY ANNOUNCEMENT

Job Title: PT Security Officer

Department: Security

Number of Vacancies: 25

Employment Type: Part-Time Temporary Employment

Employment Duration: Shall not exceed six months from hire date

Representation: Non-Represented

Salary Range: \$16/HR

Posting Period: Thursday, April 30, 2020 – Friday, May 8, 2020 - External Posting

Persons Eligible:

Anyone who meets the minimum requirements.

General Description: The Security Officer is the journey level protective work job enforcing, on an assigned shift, the PPA airport and safety rules and regulations to prevent disruptive and illegal actions, entry of unauthorized individuals and vehicles, theft and vandalism. Work involves investigating incidents and contact with the general public and law enforcement officials. Work is performed under the technical supervision of a higher level security officer. Assignments are stable in nature and are carried out in accordance with instructions and established routines. Working conditions can only be partially controlled, have some disagreeable aspects, and require light physical effort. This position is considered essential and candidates must be willing and able to work under the conditions associated with the public health emergency, COVID-19. This position is temporary and shall not exceed a duration of six months and may require travel to multiple Parking Authority locations.

Principal Duties:

- Patrols an assigned area on foot or in a vehicle, inspects area for unauthorized persons and vehicles, signs of vandalism, fire hazards, and illegal entry.
- Quells disturbances by tactfully speaking to individuals; notifies superior or police if further actions are required
- Inspects suspicious vehicles.
- Assist citizens if they have problems such as locating or starting cars
- Submits written reports of shift activities; immediately informs superior orally on matters requiring quick action or answers
- Conducts daily count of cars parked at an assigned time
- Performs related work as required

Required Knowledge, Skills and Abilities:

- Ability to work with little supervision and maintain a high level of performance
- Customer-oriented and friendly
- Prioritization and time management skills
- Working quickly without compromising quality
- Knowledge of English language

***Working Hours:** TBD - Must be available to work all shifts including Nights, Weekends, and Holidays

***Maximum hours per week:** 28 hrs.

Minimum Acceptable Training, Experience, and Education:

- High School Diploma
- Valid Driver's License

SELECTION CRITERIA:

- QUALIFIED CANDIDATES WILL BE CONTACTED FOR THE NEXT STEPS IN THE HIRING PROCESS
- ALL CANDIDATES MUST HAVE THE ABILITY TO SUBMIT APPLICATIONS AND RESUMES ELECTRONICALLY
- IF YOU ARE NOT ABLE TO WORK ALL SHIFTS INCLUDING NIGHTS, WEEKENDS, AND HOLIDAYS, YOU WILL NOT BE CONSIDERED FOR SELECTION

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE EMAIL RESUME/APPLICATION TO:

**MR. DARRYL WHITE, MANAGER
HUMAN RESOURCES DEPARTMENT
HRADMIN@PHILAPARK.ORG**