



Job Description

Job Title: Security Officer (Part Time)	Reports to: Lead Security Officer
FLSA Status: Non-Exempt	Aligned Executive: President & CEO
Kipuka: Kona	Department: 'Āina

****** THIS IS A PART TIME POSITION ******

Job Purpose

Provides safety for beneficiaries, families, staff, and visitors and protects Keahuolū facilities and land assets. Patrols facilities and grounds and reports on any suspicious and/or illegal activity on LT property. Monitors surveillance equipment and alarm systems ensuring a safe and secure environment for team mates and visitors.

Essential Responsibilities

- Collaborates and communicates with Kīpuka Kona and external groups to effectively resolve security related issues.
- Reports and coordinates with county/state agencies for abandoned vehicle removals.
- Patrols Lili'uokalani Trust (LT) undeveloped and developed lands, facilities, and grounds by vehicle and foot to identify potential fire, safety or health hazards, trespassers, property damage or other potentially dangerous, hazardous, suspicious or illegal conditions/activities.
- Escorts trespassers, loiters, and other unauthorized persons off properties. Issues trespass notices when warranted by circumstances.
- Enforces campground rules by educating campers on the Trust's stewardship practices.
- Conducts drone inspections.
- Secures LT property to ensure the public's safety.
- Removes and cleans up illegal dumping or coordinates with maintenance team for removal.
- Responsible for the opening and closing of Kona International Marketplace.
- Writes daily activity logs and incident reports.
- Conducts investigations and prosecutions with the district attorney, police, federal authorities and the courts as necessary.
- Serves as a community liaison with outside organizations, such as fire department, police department, mutual aid societies, and rescue teams, etc.

Other duties:

Reviews list of authorized campers and campers' vehicles. Must be on call to respond to emergencies and alarms. Effectively takes immediate action to intervene whenever conditions exist that pose an immediate threat to life or health, or pose a threat of damage to property, buildings, and/or equipment. Supports Kīpuka Kona Programs for various program needs.

Qualifications

High School diploma or related equivalent work experience. Bachelor's degree in Risk Management, Law Enforcement or related field is preferred. Experience in security, military police or law enforcement involving public contact preferred. Must have a valid Hawaii Drivers license and maintain Hawaii Security Guard certification. Must be able to provide a driving record that meets organization's standards. Working knowledge

of safety codes, OSHA, EPA, state health regulations, hazardous materials, laws pertaining to the workplace environment and emergency preparedness preferred. Able to apply first responder techniques in performing emergency first aid (e.g. CPR, etc.). Ability to work irregular hours, holidays, weekends, and on-call. Proficiency working with Computers and Word.

Job Competencies

Able to communicate clearly and concisely both orally and in writing. Ability to problem solve and mediate in the field. Has prompt good judgment and common sense. Ability to exercise sound judgment in safeguarding confidential or sensitive information. Accountable and responsible.

Organization Competencies

- **Alignment with Queen’s legacy:** Understanding and appreciation of Queen Lili’uokalani’s story, her legacy and the Hawaiian Culture is foundational to staff’s commitment to working with our Hawaiian children, families, and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one’s work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakuhia (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

Mental and Physical Demands:

The physical demands & work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 50 lbs. and over, perceive depth, operate motor equipment. Mentally alert, emotionally stable and physically fit in order to cope with emergencies.

Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, slippery or uneven walking surfaces, working at heights, using chemical agents and traveling by UTV or vehicle.

Terms and Conditions of Employment

As a condition of employment, employee will be subject to LT's policies and procedures.