

JOB DESCRIPTION

SECURITY GUARD

Location: Emery Cove Yacht Harbor
Emery Cove Marina Condominium Association, Inc.
3300 Powell Street #203, Emeryville, CA 94608
(510) 428-0505
430 Slip Recreational Marina

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3300 Powell Street #203, Emeryville, CA 94608
Ph. (510) 428-0505 Fax (510) 428-4940 Email: info@emerycove.com

About Emery Cove Yacht Harbor

Emery Cove is a first class 460-slip recreational marina with 10 office spaces. Emery Cove is a 'dockominium' marina with each slip individually owned and therefore offer both the rental and ownership of boat slips. All staff work under direction of a Board of Directors. The harbor was completely renovated waterside in 2020 with an aluminum substructure dock system with Ipe hardwood decking by the manufacturer Structurmarine. The landside shower/restroom/laundry was also renovated in 2022.

Hours: Part Time 20 hours per week – -Hours of coverage shall be mutually determined hereto as conditions demand but normally 4 consecutive hours 5 out of 7 nights per week (two nights off). Hours and days worked are flexible as we don't want anyone figuring out the security schedule and coverage may depend on current issues.
Hourly wage \$22 plus free slip, free live aboard fee and free electrical (within reason).
Part time positions are not eligible for benefits such as Medical-401k

-Requires living aboard vessel at facility and on call monitoring of the security phone number for emergencies when office is closed. Office is closed between 6pm to 8:30 am. If not at the facility for an emergency then Security is to call the Harbor Master or Assistant Harbor Master at home to respond.

-Reports to Assistant Harbor Master & Harbor Master.

-Service shall include non-armed security service. A neon "Security" vest – the over your clothes type- is to be worn. Being seen with the security vest showing we have a presence has been our best deterrent for crime. Emery Cove logo clothing tee-shirts, sweatshirts is provided. This is a non- confrontational position wherein you would call the police if any incident arises. Emery Cove has historically had extremely low crime. Serves as a deterrent to crime and rule/policy violations by making continuous patrols of the property.

-Duties shall include, but not be restricted to:

Serves as a deterrent to crime and rule/policy violations by making continuous patrols of the property, maintaining safe and secure conditions on the docks and surrounding facilities, looking for sinking vessels, checking dock lines in bad weather, reporting conditions requiring corrective action like light bulbs that are out on the dock pedestals and along the pathway, cooperation with owners and tenants to maintain safety and security of vessels. Managing a sinking vessel if found with the harbor pumps, booming off the area if required. Monitoring the parking area for non-authorized vehicles with occupancy in excess of three-four days, monitoring sneak aboards and reporting to supervisor, not addressing tenant directly. Security identifies up front as security when approaching individuals while on duty so as not to alarm anyone.

A running log-book shall be maintained available to Emery Cove personnel. Writes clear, concise chronological security reports which include description of duties performed, hours worked, incident reports and information staff should be aware of.

-Security guard shall maintain a cell phone # provided/paid for by the harbor.

-Employee handbook will be provided

-Live aboard status and free berth rent is not guaranteed upon termination of employment.

- When possible, this position shall attend weekly staff meetings. This time can be deducted off weekly 20 hours. If not able to attend meeting – the staff meeting minutes should be read and initialed and a check in with Assistant Harbor Master for any weekly “safety training”.