



**POSITION TITLE:** Security Officer

**REVISED:** 2020

**GRADE:** Union

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Security Manager

**PIKE PLACE MARKET PDA BACKGROUND:**

The Pike Place Market PDA is a non-profit corporation chartered in 1973 by the City of Seattle to develop, own, and operate most of the properties in the nine-acre Pike Place Market historic district. The PDA is landlord to 200+ year-round commercial businesses, 170 crafts people, 110 farmers, and 275 apartment dwellers, many of which are elderly. Market Security is responsible for the safety of the public and the Market community.

**POSITION SUMMARY:**

Market Security is a 24-hour, 365-days-a-year operation. Officers secure a 9-acre area of uneven surfaces in all types of weather, walking for long periods at a time. The location is colorful and the scenery can range from majestic mountains and water vistas to unpleasant physical and human situations. They are responsible for the safety of the public, Market merchants and tenants, and the security of the Market's nine buildings. As a Security Officer, public relations are a crucial function as the Security Officer is often the most visible PDA employee seen by the public. Officers encounter drug and alcohol problems, lost children, shoplifting, physical confrontations, people asking for directions, and disputes between merchants. Security also controls emergency situations such as fires and earthquakes.

**Women and Minorities are encouraged to apply.**

**ESSENTIAL FUNCTIONS:**

- Provide security support to PDA staff, merchants, residents and customers. Lock and unlock Market buildings and check buildings after hours for such things as break-ins, fires, or other safety issues. Exercise appropriate discretion and initiate action, as required.
- Remove or detain undesirable individuals from the Market property. Respond to calls such as fights, removal of intoxicated people in establishments that serve alcohol.
- The ability to walk and stand for long periods of time, up to 8 hours.
- Escort merchants and PDA staff to such places as cars or banks. Assist merchants, residents, and customers with a variety of problems.
- Distribute crime prevention and other market-related materials to merchants and residents.
- Give assistance to emergency personnel if needed. Assist Seattle Police and Fire in any way necessary. Make appearances in court (re: prosecution resulting from job functions.)
- Assist the homeless in finding shelter or other ways they may need help if they so desire Provide welfare checks for elderly residents or other people who have not been able to contact family members and are concerned.

**MINIMUM QUALIFICATIONS:**

- High School diploma. Additional college coursework desirable.
- Ability to speak, write, and read clearly. Computer skills desirable.
- Excellent customer service skills and ability to appreciate people with diverse backgrounds.
- Self-directed to perform security duties and meet diverse customer needs with minimal direction.
- Willing to work weekends and in all kinds of weather.

**WORK ENVIRONMENT:**

Work is performed in a busy community, where you will meet many people from all over the world. Great views of Puget Sound and the Olympic mountains are only part of the special environment of this Seattle icon. Will experience temperature variances due to western exposure. This is a position that requires the individual to be ambulatory. Must walk eight (8) hours a day over uneven surfaces and stairs, able to carry and operate a 2-way

radio, carry or lift 100 pounds, operate a phone, able to ride a bike, and able to tolerate considerable outdoor work in Pacific Northwest environment. Work is fast-paced and requires the ability to work under pressure.

**APPLICATION PROCEDURE:**

Submit resume, Cover letter and Salary Requirements in one of the following manners:

- Fax to (206) 625-0646
- Email to [hr@pikeplacemarket.org](mailto:hr@pikeplacemarket.org)
- By mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, Seattle, WA 98101,

**The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.**