



Effective Date: 07/06/2012	Job Description	Update: 12/16/2014	
POSITION TITLE	Security Supervisor / Security Guard	POSITION GRADE	Ratings
MANAGER'S TITLE	Security Officer	DEPARTMENT/DIV	Deck

POSITION SUMMARY

Maintain the ship's Fire/Security/Safety Patrol Route during times as directed by the Security Officer. Be alert of any indication of fire, and investigate immediately if any causes for concern. Make sure all emergency exits are free of obstructions. Report unsafe conditions.

In order to consistently exceed guest expectations and provide the highest levels of product and services, additional duties and responsibilities may be assigned as needed.

NORWEGIAN CRUISE LINE'S VISION AND MISSION

VISION

Be the cruise line of choice.

MISSION

To provide a consistently superior cruise vacation by exceeding customer expectations and embracing our passion for innovation that delivers freedom and value for our guests, travel partners, team members and shareholders.

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ESSENTIAL FUNCTIONS

- Report directly to vessels Security Officer, will also follow orders given by the Captain, Staff Captain, Chief Officer and Navigation Officer on duty.
- Be familiar with the topography of the vessel and its standard operating procedures. Including his/her responsibilities in the Safety Organization according to the Emergency Plan and Station Bill.
- Develop and provide intelligence to the vessel Security Officer as it relates to any unusual activity and assist the Security Officer with investigative matters (Serious and Minor Crimes, Incidents, Accidents and Illegal Narcotic activity, etc.) as needed.
- Initiate vulnerability and facilitate studies responsible to identify, evaluate, anticipate and recognize potential and existing security related problems and report.
- Maintain timely entries in vessel's security log and the orderly flow of all security related reports.
- Monitor supply and service point access control.
- Conduct passenger hand baggage screening.
- Conduct physical searches of crew baggage and their luggage.
- Maintain security/fire/safety patrols in accordance with the ships standard operating procedure.
- Keep abreast of all rules, regulations and procedures regarding drills, emergency evacuations, etc. of assigned vessel to include vessel Contingency and Ship Security Plan.
- Ensure that the Ship's Rules and Regulations are followed at all times. Report all incidents to the Security Officer.
- Be familiar with Customs, Immigration and other Federal and Government rules and regulations as they pertain to your vessel while in port and enforce all rules and regulations where applicable.
- Maintain strict passenger guest and crew gangway security in order to ensure proper ingress and egress of authorized persons while vessel is in port. Operate and monitor walk through metal detectors and x-ray equipment as directed. Self-discipline and control must always be maintained.
- Responsible for giving assistance to guests and crew when necessary, and also maintaining a careful watch for irregular situations that may cause injury or discomfort to passengers and crew or their possessions.
- Do not enter a stateroom without permission and whenever possible there shall be two persons present when entering any cabin.
- Maintain the ship's Fire/Security/Safety Patrol Route during times as directed by the Security Officer. Be alert of any indication of fire, and investigate immediately if any causes for concern. Make sure all emergency exits are free of obstructions. Report unsafe conditions.
- Familiar with location, operation and maintenance of security/fire/ safety related equipment as required.
- In a given situation not covered by directives and/or written rules and regulations the Security Guard is expected to handle in favor of prudent resolve and contact your immediate Supervisor for guidance.
- One of the Security guards may be appointed Security Supervisor. He/She shall

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participate actively in the monthly Crew Safety and Environmental committee meeting. He/she will, along with the Security Officer, uphold the highest standards. The Security Supervisor will be rated as a Two Stripe Officer within the Deck Department.

- Performs other related duties as assigned or as directed. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.
- Must be familiar with the Safety and Environmental Protection Policy and the SEMS, and carry out the policies and procedures appropriate for his/her position.

DIMENSIONS

- Report directly to vessels Security Officer, will also follow orders given by the Captain, Staff Captain, Chief Officer and Navigation Officer on duty.
- One of the Security guards may be appointed Security Supervisor. He/She shall participate actively in the monthly Crew Safety and Environmental committee meeting. He/she will, along with the Security Officer, uphold the highest standards. The Security Supervisor will be rated as a Two Stripe Officer within the Deck Department.

NATURE AND SCOPE

- Maintain strict passenger guest and crew gangway security in order to ensure proper ingress and egress of authorized persons while vessel is in port. Operate and monitor walk through metal detectors and x-ray equipment as directed. Self-discipline and control must always be maintained.
- Responsible for giving assistance to guests and crew when necessary, and also maintaining a careful watch for irregular situations that may cause injury or discomfort to passengers and crew or their possessions.
- The incumbent must be able to work in a multi-cultural environment; also, must be able to adjust to changes in schedules, assignments and deadlines.

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QUALIFICATIONS, EDUCATION AND ATTRIBUTES

QUALIFICATIONS

- Minimum of one (1) year experience working as a security guard is required.
- Intermediate to Advanced level English verbal and writing skills, including the proper use of English grammar is required. Candidates must take the Marlins English Computer Test and score a minimum of 75%; they must also be submit to a Test of Spoken English and achieve a minimum designation of "Intermediate Level".

EDUCATION

- Minimum high school diploma or foreign equivalent is required.
- Must hold a current Certificate of Successful Completion of the Security Guard Academy, from The Gurkha International Group.

ATTRIBUTES

- Passionate about hospitality and customer service driven
- Must have a professional appearance and good hygiene
- Respect for all co-workers and guests
- Pride in your work by creating positive energy, excitement and fun
- Able to work 7 days a week
- Demonstrate positive behaviors; smiling, being polite and courteous
- Able to develop a camaraderie with team members
- Ability to live in close quarters, share limited space with other cabin-mates



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PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, all team members are required to stand; walk long distances on the ship; use hands to touch, handle or feel; reach with hands and arms; talk, hear, taste and smell. All vessel positions require repetitive motion of bending, climbing, going up and down stairs and lifting more than 25 pounds. This job requires specific vision abilities to include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- All team members must be physically able to participate in emergency lifesaving procedures and drills. All vessel positions require full use and range of arms and legs as well as full visual, verbal and hearing abilities to receive and give instructions in the event of an emergency including the lowering of lifeboats.
- Work within different temperature changes—indoors to outdoors.
- Able to pass basic safety course.
- This is a minimal description of duties. Other work requirements may be necessary and assigned as business or maritime law dictates.

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