



Opening Date: 11/7/2017
Closing Date: Open Until Filled

Vacancy Announcement #03-18

TRANSPORTATION OPERATIONS SUPERVISOR

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The Transportation Operations Supervisor of Events DC reports directly to the Assistant Manager, Transportation Services. The Transportation Operations Supervisor shall oversee the day-to-day operations of all street operations. He/she is responsible for assisting in the scheduling/coordination of taxis, oversight of shuttle operations, enforcement of unauthorized parking, reporting of illegal vending and all protest activity in accordance with WCCA policies and procedures. He/she responds to emergency calls and ensures that intersections are staffed during any building evacuation; reports all incidents/situations on the streets surrounding the Walter E. Washington Convention Center. The Transportation Operations Supervisor anticipates, prevents and otherwise takes appropriate action to protect against criminal activity on adjacent streets. He/she conducts regular inspections of sidewalks, ADA ramps, bus loading zones, taxi loading zones and crosswalks to ensure that Building Services, Centerplate/NBSE, Aramark and other contractors and Service Partners are following WCCA policies and procedures in reference to trash removal, cleanliness of exterior operational areas, initiates repair orders for damaged items or areas. He/she assists in the development of a response program in anticipation of emergencies; implements internal controls to guard against theft, waste and abuse of Center property. He/she deploys staff on the Segway during active days. He/she ensures that sound hospitality practices are employed by staff to include greeting guests and assisting guests when practical.

EXAMPLES OF WORK ASSIGNED

- Assist in the Planning, organization and coordination of the work and schedule for Transportation street operations.
- Communicates with local police and fire department for any incidents that may impede traffic to WCCA.
- Ensures safety in all WCCA transportation operations.
- Conducts training for new employees assigned to street operations.
- Assists in the development of security response program in anticipation of emergencies.
- Assists in the inspection of permits. Directs authorized personnel and vehicles to authorized locations.
- Implements internal controls to guard against theft, waste and abuse of Center property.
- Assists in the implementation of the maintenance and inspection program for WCCA Transport Vehicles.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to demonstrate emotional stability during periods of tension and stress while carrying out assigned duties.
- Ability to recognize emergency situations and direct prompt and effective corrective measures.
- Ability to comprehend and follow verbal and written instructions.
- Ability to work a flexible schedule, including days, evenings, nights, weekends, and holidays.
- Good typing skills.
- Good aptitude for accuracy.



- Knowledge of general office practices and procedures.
- Ability to establish and maintain effective working relationships with supervisors, other employees and public.
- Ability to work in a fast multi-task environment.
- Ability to stand for sustained periods of time.
- Ability to move about on foot throughout the building.
- Ability to express or exchange ideas by means of the spoken word.

CORE COMPETENCIES (SUPERVISOR)

- Job Knowledge and Technical Expertise
- Leadership
- Human Capital
- Workplace Safety
- Oral and Written Communication

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Demonstrated logistics experience, specifically in the area of vehicular movement.
- Demonstrated ability to supervise or perform in a lead role, using independent good judgment.
- Proficiency in a Windows environment with Microsoft Word, email systems and computer databases.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective relationships with all staff, show managers, in-house and external contractors.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

DESIRABLE QUALIFICATIONS

- Two (2) years post-High School study in an accredited school, college or university, preferably in Administration, Hospitality, or a related field.
- Three (3) years work experience in logistics or scheduling the movement of vehicles requiring the application of methods and techniques involved in safeguarding facilities, equipment and people in large public gatherings.
- Valid Motor Vehicle Operator's License.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:
<http://careers.wcsa.com/employment/application.aspx>

**Computers are available in the Human Resources' lobby for on-line application purposes
Mondays-Fridays, 8:30am to 5:30pm.
Washington Convention & Sports Authority
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.