



Opening Date: 11/5/2018  
Closing Date: Open Until Filled

## **Vacancy Announcement #06-19 Transportation Assistant (Part-Time)**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

The Transportation Assistant is responsible for maintaining traffic control and safely escorting pedestrian traffic across the intersections surrounding the Walter E. Washington Convention Center. Incumbent assists in the day-to-day traffic control functions, including, but not limited to, directing traffic, controlling parking, and controlling taxi lanes. The Transportation Assistant reports to the Manager, Transportation Services or manager's designee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical in assignment.

- Directs vehicular and pedestrian traffic in areas adjacent to and surrounding the Washington Convention Center.
- Mans traffic control posts, including, but not limited to, the L Street crosswalk, the taxi land and loading dock entrances.
- Assists in dock control to ensure compliance with Public Safety Division and WCCA guidelines.
- Monitors public, contractor, and client activities to ensure compliance with established safety and security rules and regulations.
- Observes the environment for suspicious vehicles or persons and reports to appropriate staff members.
- Performs a variety of related tasks and duties as assigned.

## SKILLS, KNOWLEDGE AND ABILITIES

- Ability to demonstrate emotional stability during periods of tension and stress.
- Ability to recognize emergency situations and direct prompt and effective corrective measures.
- Ability to comprehend and follow oral and written instructions.
- Ability to express ideas and communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationship with the public and associates.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

## CORE COMPETENCIES (OPERATIONS LINE STAFF)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Workplace Safety
- Organizational Awareness
- Initiative

## ADA ESSENTIAL FUNCTIONS

- Ability to stand for sustained periods of time.
- Ability to walk extended distances and climb stairs to access the interior and environs of the Center.
- Ability to perform work outdoors during extreme hot and cold weather conditions.
- Ability to read and write instructions, directions, letters, memos, floor plans and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.

## MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Six (6) months of responsible experience performing general public contact work, customer relations, or retail sales.
- Excellent customer service skills.

## DESIRABLE QUALIFICATIONS

- Experience in the hospitality industry.

## REQUIREMENT

- All positions require candidates to successfully complete our background screening process

**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 Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
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.**