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

Under the direction of the Vice President and Facility Manager, the Public Safety Coordinator is responsible for supervising contracted subordinate Security Services personnel and managing work to safeguard RFK’s customers, the general public, employees, facilities and supplies. Incumbent is responsible for ensuring the RFK’s Campus is properly staffed continuously and that subordinate Security Services, Parking, Medical, and Transportation personnel are knowledgeable of WCCA/RFK building rules and regulations. Delegates all patrol and post assignments. The incumbent must also be able to work flexible hours, including days, evenings, nights, weekends and holidays.

EXAMPLES OF WORK ASSIGNED

- Assist in the creation and enhancement of Campus Security, Parking, Transportation and Medical Standard Operation Procedures. i.e., active shooter.
- Ensures that contract security services maintain properly staffed security shifts with Contracted Security Officers.
- Oversees Contract Security, Parking, Transportation, and Medical performance in conjunction with Contract company personnel.
- Assists the Vice President and Facility Manager, Security Services in planning, organizing and assigning day-to-day tasks.
- Provides input on security, parking, transportation, transportation and medical matters relative to RFK’s Campus, including The Fields.
- Maintains internal controls for the effective operation of the subordinate contractors.
- Maintains vehicle/contractor logs at the RFK Stadium.
- Maintains all logs of mandatory security patrols of RFK’s Campus.
- Ensures that staff is responsive and courteous to customers, service contractors and co-workers.
• Notify subordinate contracted companies of all events taking place on RFK’s Campus, and creates post orders and procedures per event
• Ensures that incident reports are properly completed, while also reviewing, and proofreading documents. While also, transmitting reports to Executive staff and maintained in the computer and logbook.
• Monitors client activities to ensure compliance with established safety and security rules and regulations.
• Alerts Executive staff and guests to fire or other hazards
• Administers basic First Aid when medical personnel are not on duty.
• Provides on-the-job training (active shooter, fire, evacuation) for current RFK Campus Staff.
• Implements evacuation of building in the event of emergencies.
• Supervises assigned areas at the facility and observes activities to prevent criminal or hazardous activities.
• Supervise and maintain security cameras located at The Fields.
• Anticipates, prevents, and takes appropriate measures to protect against hazardous and criminal activity.
• Evaluates the performance of the subordinate contracted companies and counsel Vice President and Facility Manager on changes needed to be made.
• Provides reports as necessary to Senior SED and Events DC staff including Public Safety for all campuses. Participates in meetings that relate to parking, transportation, crowd control, evaluation procedures and emergency response procedures for all events taking place on Campus.
• Attend government agency meetings as required to represent RFK Campus
• Performs a variety of related tasks and duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES
• Ability to meet any required physical medical standards necessary for the performance of assigned tasks.
• Ability to meet local requirements for security personnel.
• Demonstrated knowledge of contract management and execution
• Knowledge of standard practices and techniques used in guarding property and people.
• 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 learn and be certified in First Aid, CPR and AED
• Good aptitude for accuracy.
• Knowledge of general office practices and procedures.
• Ability to work in a fast, multi-task environment.

CORE COMPETENCIES (SUPERVISOR STAFF)
• Job Knowledge and Technical Expertise
• Leadership
• Human Capital
• Workplace Safety
• Oral and Written Communication

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 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.

MANDATORY REQUIREMENT
• Must apply for a Special Police Officer’s Commission within 120 days, which includes passing a drug test immediately following receipt of employment offer letter.
MINIMUM QUALIFICATIONS
• High School Diploma or equivalent.
• Three (3) years’ experience in security management/law enforcement.
• Three (3) years of supervisory experience in security management/law enforcement and/or demonstrated ability to perform in a supervisory capacity.
• Proficiency with Microsoft Office Suite.

DESI RABLE QUALIFICATIONS
• Bachelor’s Degree in law enforcement/security management.
• 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.