



Opening Date: 12/27/19  
Closing Date: Open Until Filled

## **Vacancy Announcement #17-20 Security Officer (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 Security Officer is responsible for safeguarding Events DC's customers, employees, the general public, facilities, equipment and supplies. Ensures compliance with established Center rules, regulations and procedures pertaining to security, safety and personnel conduct. Receives supervision from and reports to the Security Services Supervisor and/or the Assistant Manager and Manager, Security Services.

### **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.

- Monitors public and client activities to ensure compliance with established safety and security rules and regulations
- Patrols assigned areas of Events DC and observes activities to prevent hazardous and criminal activities
- Alerts occupants to fire and/or other hazards
- Administers basic First Aid, CPR, AED, as appropriate

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to meet any required physical and medical standards necessary for the performance of assigned tasks
- Ability to meet local requirements for security personnel
- Ability to learn standard practices and techniques used in guarding property and people
- Ability to comprehend and follow oral and written instructions
- Ability to establish and maintain effective working relationship with the public and associates
- Ability to obtain certifications in First Aid, CPR and AED

- Ability to demonstrate emotional stability during periods of tension and stress
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays

### **ADA ESSENTIAL FUNCTIONS**

- Ability to stand for a sustained period of time
- Ability to walk extended distances and climb stairs and ramps, to access the interior and environs of the Events DC, particularly in moving from one work location to another
- Ability to converse orally and to use 2-way radios to receive and communicate information
- Ability to express ideas and convey information effectively, both orally and in writing
- Ability to drive/operate a mechanical cart, Segway and/or company vehicle.
- Ability to lift 20lbs.

### **MANDATORY REQUIREMENT**

- Must apply and obtain a Special Police Officer's Commission within 45 days, which includes passing a drug test, 48 hours following receipt of contingent employment offer letter.
- Must be in possession of a guard license before reporting to work.
- US citizenship or Naturalization certificate required for SPO license.
- You must maintain the Special Police Officer Commission.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or equivalent
- One (1) year experience in protective services
- Ability to express ideas and convey information effectively, both orally and in writing
- Proficiency in Microsoft Office Suite
- Experience in hospitality, public contact, community relations, marketing, or customer service

### **DESIRABLE QUALIFICATIONS**

- College credits

**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.**