



Opening Date: 07/14/2017  
Closing Date: Open Until Filled

## **Vacancy Announcement #44-17 Dockmaster**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **SUMMARY DESCRIPTION**

The Dock Master of the Washington Convention Center Authority (WCCA) reports directly to the Manager, Transportation Services. The Dock Master shall supervise and oversee the day-to-day operations of all ramps, loading docks and loading/unloading of exhibition-related materials. Incumbent is responsible for the scheduling/coordination of deliveries to all loading docks at WCCA, to include the Marriott Marquis docks that access the WCCA ramps. The Dock Master ensures that contractors perform in accordance to WCCA policies and procedures; ensures that WCCA badges are displayed at all times on all WCCA loading docks; ensures that fire safety procedures are utilized by contractors on the loading docks; responds to emergency calls during weekends and nights; reports all incidents/situations on the loading docks.

### **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 assignment.

### **EXAMPLES OF WORK ASSIGNED**

- Plans, organizes and coordinates the work and schedule for all truck/vehicle delivery to the WCCA and to the Marriott Marquis.
- Communicates with local police and fire department for any incidents that may impede traffic to WCCA.
- Ensures security of loading dock operations, proper sequencing of deliveries, and effective space utilization.
- Ensures safety on all WCCA loading docks.
- Conducts training for contractors using loading docks.
- Anticipates, prevents and otherwise takes appropriate action to protect against criminal activity on all WCCA loading docks.
- Conducts regular inspections of the loading docks to ensure that the Building Services, Centerplate/NBSE and other contractors are in accordance with WCCA policy and procedures.
- Assists in the development of security response program in anticipation of emergencies.
- Supervises the inspection of permits to authorized personnel and vehicles, directs them to authorized locations.
- Implements internal controls to guard against theft, waste and abuse of Center property.
- Coordinates and advises contract labor relative to Center security concerns, advisories and alerts.
- Acts in the absence of the Manager and/or Assistant Manager, Transportation Services.

### **CORE COMPETENCIES (OPERATIONS LINE STAFF)**

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



## **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 relationships with all staff, show managers, in-house and external contractors, and the 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.

## **MINIMUM QUALIFICATIONS**

- High School diploma or equivalent.
- Demonstrated logistics experience, specifically in the area of vehicular deliveries and movement.
- Demonstrated ability to supervise or perform in a lead role, using independent good judgment.
- Proficiency in Microsoft Office Suite.
- Excellent verbal and written communication skills.

## **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 of deliveries and 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.**