



Opening Date: 8/16/19  
Closing Date: Open Until Filled

## **Vacancy Announcement #78-19 Transportation Services Lead**

**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 Lead of Events DC reports directly to the Transportation Services Management Chain of Command. The primary function of the Transportation Lead shall be to fill-in, in the absence of a Transportation Services Supervisor. This function will apply to the day-to-day street operations and dock operations. On days when the Transportation Lead is not assigned to work on the street, he or she will be assigned duties on the docks. Duties may include oversight of ramps, loading and unloading of exhibition-related materials and implementation of Events DC docks policies and procedures. The Transportation Lead may be required to assist the dock supervisor in ensuring the security of loading dock operations, proper sequencing of deliveries, and effective space utilization. He/she may be asked to assume responsibility for assisting in the scheduling/coordination of deliveries to all loading docks at Events DC; that contractors perform in accordance with Events DC policies and procedures; that Events DC badges are displayed at all times on all Events DC loading docks; 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. The Transportation Lead may be required to assist in the education of contractors using loading docks; anticipates, prevents and otherwise takes appropriate action to protect against criminal activity on all docks; ensures that the "no smoking" policy is enforced, conducts regular inspections of the loading docks to ensure that the Building Services, Centerplate/NBSE and other contractors are following Events DC policy and procedures, tracks trash pulls and 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; and supervises the inspection of permits to authorized personnel and vehicles and directs them to authorized locations.

## **EXAMPLES OF WORK ASSIGNED**

- Assist in the planning, organization and coordination of the work and schedule for all truck/vehicle deliveries to the Events DC.
- Directs street operations to include holding post, giving breaks and scheduling lunches.
- Communicates with Transportation Services Management on all local police and fire department incidents that may impede traffic to and from Events DC.
- Ensures safety on all Events DC loading docks.
- Educates contractors using loading docks.
- Anticipates, prevents and otherwise takes appropriate action to protect against criminal activity on all Events DC loading docks.
- Conducts regular inspections of the loading docks to ensure that the Building Services, Centerplate/NBSE and other contractors are in accordance with Events DC policy and procedures to include the “no smoking” policy and the Events DC policy for the proper storage of propane.
- Coordinates and tracks trash pulls for all shows.
- Assists in the development of security response program in anticipation of emergencies.
- Assists in 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.
- May on occasion be required to transport Executive Staff and other Events DC authorized personnel to and from a specific location.

## **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 (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.
- 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 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.
- Experience in traffic operations to include pedestrian control, taxi lane oversight and familiarity with dock operations.

## 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.

## 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.**