



Public Safety Officer Kentucky International Convention Center

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Salary: \$11.50 per hour
Work Schedule: 40-hr workweek and overtime as required
Work Address: 221 S. Fourth Street, Louisville, Kentucky 40202

Governed by the Kentucky State Fair Board, Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – partner with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. Whether it be a trade show, convention, conference, live stage show, livestock exposition, an athletic tournament or a private event, Kentucky Venues has the event space to offer for a successful and memorable event experience.

Kentucky International Convention Center (KICC), located in the heart of downtown Louisville, is the agency's showcase venue. Nearing the end of a complete two-year renovation, KICC will reopen August 2018 to host a full calendar of major conventions, conferences, expos and private events. The remarkable new convention center will span over two city blocks, is within steps of Louisville's major hotels, restaurants and attractions and will continue to operate its two self-owned adjacent parking garages.

Position Description:

This is a non-merit, non-exempt position that will serve the Kentucky International Convention Center to perform daily public safety and facility security details. This position will patrol the facility and its two adjacent parking garages, staying visible to minimize trespassing and property damage and monitor cameras and alarms, reporting all incidents accordingly. The Public Safety Officer will open and close the facility and parking garages based on event schedules, including traffic direction, and interact with facility guests and patrons among the adjacent areas. The Public Safety Officer will report to the Public Safety Supervisors and the Public Safety Manager and often interact directly with Event Managers to accomplish delivering a quality event experience to all clients and guests.

Essential Functions:

- Conduct daily rounds of the facility and its two adjacent parking garages, staying visible in common areas to minimize trespassing, property damage and other public safety concerns.
- Monitor cameras and alarms, reporting all incidents accordingly.
- Open and close the facility and parking garages, based on event schedules, including traffic direction.
- Complete and submit incident reports and other required documentation accordingly.
- Secure facility in event of emergencies, investigate incidents, administer aid as directed and partner with local law enforcement, first responders and other authorities when such assistance is necessary.
- Have proficient awareness of event schedules and high-level details; ensuring the facility is accessible/secure per established protocol and Event Manager directives.
- Give directions, answer questions and address guests and matters otherwise, applying a high standard of customer service, having a sense of urgency, being responsive and displaying empathy.
- Interact with facility guests and other patrons professionally and assert self in order to enforce established policies.
- Assess situations to determine safe and effective courses of action.
- Present self in a professional manner, adhering to dress and appearance protocol.
- Walk and stand for long periods of time, including climbing and descending stairs.
- Use elevators and escalators and check confined spaces.
- Work outdoors amid various and extreme weather conditions.
- Communicate effectively, including use of a two-way radio.
- Effectively operate a computer and other office devices including calculators, telephones, copy and fax machines and printers; effectively use Microsoft Office including Excel, Outlook and Word.
- Participate in business, facility and event operations including moving loads of up to 25 lbs as required.
- Function and work effectively within stressful situations and environments, particularly that of an event-based nature.
- Function and work effectively in an office setting with minimal to moderate noise levels as well as facility areas with moderate to loud noise levels where event functions and facility maintenance are taking place.
- Work a varied schedule, including typical weekday hours, evenings, nights, early mornings, overnight hours, weekends and holidays as required; frequently work more than a 40-hour workweek, contingent on facility and event requisites.
- Perform relative duties and manage other responsibilities as assigned.

Qualifications:

- Willing and able to work a varied schedule as necessary, inclusive of 1st, 2nd or 3rd shifts, weekends and holidays.
- Willing and able to work outdoors amid various and extreme weather conditions.
- Ability to effectively communicate.
- Adaptability to effectively interact with patrons, possessing a wide range of personalities and temperaments.
- Ability to assess situations to determine safe and effective courses of action.
- Ability to function and work effectively within stressful, high-pressure situations, including addressing guest and patron questions, concerns and complaints.

Minimum Requirements:**Education:**

- High school diploma or equivalent preferred.

Experience:

- At least two years of security experience at a major public facility preferred.

Additional Requirements:

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

Application Process:

Interested applicants should send a cover letter, résumé and at least three professional references to:

Paul Herberg

Director of Human Resources

Kentucky Venues

P.O. Box 37130-7130

Louisville, KY 40209

or via email:

paul.herberg@kyvenues.com

The subject line of the email shall state "KICC Public Safety Officer".

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.