

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9648

UNIFORMED SECURITY GUARD

NATURE OF WORK

This work involves standing at the street entrances to the venue to ensure that only vehicles whose drivers have proper passes are allowed to enter, that vehicles entering go to the correct lots, and the required number of parking places is saved for special guests. It involves directing drivers to the exits after they have delivered guests. It also involves standing at elevators and stairs leading to press areas to check for proper credentials, protecting the press from being bothered by other guests, and responding to any questions guests may have. Except when work is of a routine nature, it is performed under close supervision.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Positions oneself at street entrances to the venue to admit only vehicles whose drivers have proper passes.

Ensures that those vehicles that are admitted move to the properly assigned lots to park or drop off guests, supplies, and equipment.

Reserves a number of parking spaces as prescribed by management.

Positions oneself at elevators and stairs leading to the press area to check and admit only those who have proper press credentials or who have specific permission to enter the press area.

Keeps unauthorized individuals away from members of the press.

Responds to questions from guests and helps them in any way they can within reason.

Resolves issues relating to seating, ticket holding, or parking.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the layout of the assigned venue, including parking areas.

Knowledge of the policies of the Parks, Recreation, and Public Property Department as they pertain to the conduct of public events.

Ability to direct subordinate workers to their assigned work sites and to instruct them as to their specific duties and responsibilities.

Ability to assist guests in the proper parking of their vehicles and in locating their assigned seats.

Ability to understand written and oral instructions.

Ability to stand and walk from 76 to 100% of the time.

SPECIAL QUALIFICATIONS

Must keep oneself neatly groomed and one's uniform clean and pressed.

Must be able to work variable hours, including weekends, holidays, and nights. Shifts may be split or extended, depending on the event involved.