

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

UNIFORMED SECURITY SUPERVISOR

NATURE OF WORK

This work involves supervising uniformed security guards in the performance of their duties of generally maintaining order at the City's public events facilities. 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.)

Ensures that all assigned parking lot personnel are at their posts and are briefed as to their duties and responsibilities.

Ascertain the location of reserved parking sections and ensures that subordinates are aware of any changes in parking plans.

Sets up barricades as needed.

Assists subordinates in the conduct of their duties and responds to questions they or any guests may have.

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, especially 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 and ensure that one's subordinates do likewise.

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