

Convention Center Authority

Position Title: Security & Parking Officer 2

Position #:	07005
Salary Grade:	
Effective Date:	
Revision Date:	

<input type="checkbox"/>	Exempt
<input checked="" type="checkbox"/>	Non-Exempt

<input checked="" type="checkbox"/>	Full-Time
<input type="checkbox"/>	Part-Time
<input type="checkbox"/>	Seasonal

Indicate Employee Type

<input type="radio"/>	Administration
<input type="radio"/>	Sales/Marketing
<input type="radio"/>	Event & Guest Services
<input checked="" type="radio"/>	Operations
<input type="radio"/>	Finance & Administration
<input type="radio"/>	Food & Beverage Services

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of the Security & Parking Supervisor, responsible for and performs in the administration of safety and security for the Music City Center/Nashville Convention Center customers, staff, and interior/exterior perimeter areas.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions. Also identified is how critical the task is to the position, with 1 being the least important, 5 being the most important.

RESPONSIBILITIES/DUTIES	
1.	Loss Prevention
2.	Ensuring safety & security of all patrons and staff
3.	Ability to monitor multiple camera systems while managing incoming radio and telephone calls
4.	High level of customer service and professionalism in all aspects of performance.
5.	Ability to walk the interior and exterior of the facility and observe, document and respond to activity.
6.	Document and screen the entry and exit of guests, visitors, contract staff and employees.
7.	Verify and affirm proper delivery procedures to MCC.
8.	Ability to manage various alarm/building systems.
9.	Conduct walkthroughs of exhibit halls to ensure compliance with life safety components.
10.	May be responsible for controlling access to MCC and Bridgestone Arena dock areas.
11.	Perform additional duties as assigned.

Job Evaluation Factors (Check all that apply)

Formal Education <small>(Minimum Required)</small>	<input checked="" type="checkbox"/> H.S. Diploma or GED preferred	<input type="checkbox"/> Bachelor's Degree preferred
	<input type="checkbox"/> Vocational or Technical School required	<input type="checkbox"/> Education/Experience Equivalent
	<input type="checkbox"/> Associate's Degree preferred	<input type="checkbox"/> Other:

Minimum Experience <small>(Minimum Required)</small>	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Other: _____	Impact On Budget	<input checked="" type="checkbox"/> Contributory
	<input type="checkbox"/> One to three years			<input type="checkbox"/> Direct
	<input type="checkbox"/> Three to five years			<input type="checkbox"/> Other:

Decision Making <small>(level of direction & supervision)</small>	<input checked="" type="checkbox"/> Little independent judgment required
	<input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines
	<input type="checkbox"/> Establish Policy & Procedures
	<input type="checkbox"/> Other:

Problem Solving <small>(Typical level encountered over extensive period of time)</small>	<input checked="" type="checkbox"/> By reporting and/or talking to supervisor
	<input checked="" type="checkbox"/> Choices defined in standard work procedures/policies
	<input type="checkbox"/> Methods chosen before in similar situations
	<input type="checkbox"/> Identification and analysis of diverse problems
	<input type="checkbox"/> Complex, varied and only mildly related to those seen before
	<input type="checkbox"/> Requires understanding/evaluation of impact upon the NCC
	<input type="checkbox"/> Other:

External Contacts	<input type="checkbox"/>	External communication is minimal
	<input checked="" type="checkbox"/>	Regular contact with general public
	<input type="checkbox"/>	External contacts involving difficult formal negotiations
	<input checked="" type="checkbox"/>	Effectively deal with diverse groups and organizations
	<input type="checkbox"/>	Other:

Supervisory Responsibility <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/>	None
	<input checked="" type="checkbox"/>	Authority limited to direction of temporary/contract employees only
	<input type="checkbox"/>	Orient/train others; may act in a lead capacity
	<input type="checkbox"/>	Provide leadership/direction to staff on event related issues
	<input type="checkbox"/>	Supervise multiple functions, with full responsibility for effective operation & results
	<input type="checkbox"/>	Overall responsibility to provide direction and guidance
	<input type="checkbox"/>	Other:
Number of Direct Reports: 0		

Job-Related Knowledge <small>(knowledge of...)</small>	<input checked="" type="checkbox"/>	Basic skills in oral/written communication	<input type="checkbox"/>	Microsoft Publisher
	<input type="checkbox"/>	Microsoft Word	<input type="checkbox"/>	AutoCad
	<input type="checkbox"/>	Microsoft Excel	<input type="checkbox"/>	Financial Management
	<input type="checkbox"/>	Microsoft PowerPoint	<input type="checkbox"/>	Administrative principles/practices
	<input type="checkbox"/>	Microsoft Access	<input type="checkbox"/>	Computers
	<input checked="" type="checkbox"/>	Microsoft Outlook	<input checked="" type="checkbox"/>	Other: Security Software

WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)

Working Conditions

Physical Effort

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Office, computer room | <input type="checkbox"/> High noise environment | <input type="checkbox"/> Typically sitting at a desk or table | <input type="checkbox"/> Lifting 11-25 lbs |
| <input checked="" type="checkbox"/> Service Areas | <input type="checkbox"/> High dust, dirt, grease environment | <input checked="" type="checkbox"/> Typically standing or walking | <input type="checkbox"/> Lifting 25 lbs or more |
| <input checked="" type="checkbox"/> Flexible work schedules | <input checked="" type="checkbox"/> Exposure to moving machinery | <input type="checkbox"/> Bending, crouching, stooping | <input type="checkbox"/> Using Power Tools |
| <input checked="" type="checkbox"/> Valid TN Driver's License | <input type="checkbox"/> Exposure to chemicals | <input type="checkbox"/> Running, climbing | <input type="checkbox"/> Using Pallet Jack |
| <input type="checkbox"/> Travel Required | <input checked="" type="checkbox"/> Outdoor exposure to weather | <input checked="" type="checkbox"/> Intermittently sitting/standing/walking | <input checked="" type="checkbox"/> Using Utility Carts |
| <input checked="" type="checkbox"/> Exposure to Customers | <input type="checkbox"/> Requires Pre-employment Physical | <input type="checkbox"/> Climbing ladders/scaffolds | <input type="checkbox"/> Using Forklift |
| | | <input checked="" type="checkbox"/> Lifting 10 lbs or less | <input checked="" type="checkbox"/> Driving CCA Vehicle |

Employee Print Name/Date _____

Date: _____

I have read and understand the job requirements.

Employee's Signature _____

Supervisor Print Name: _____

Date: _____

Supervisor's Signature: _____

Title: _____

Copies to: Employee
Department Director
Personnel File

Safety Officer II

For HR Use Only (Do not write below this line):