



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

IMMEDIATE OPENING

Job Title: Public Safety Supervisor
Department: Security and Safety Solutions
Supervisor: Manager of Field Security, Operations and Investigations
Grade: 12 Non-Exempt, **Minimum Salary** \$44,066

Human Resources Representative: Melissa Vele, Director of Human Resources

Applicants can submit their resume via: fax (212 216 4484), e-mail hronline@javitscenter.com or mail to Human Resources, Jacob K. Javits Convention Center of New York, and 655 West 34th Street, NY, NY, 10001.

Job Summary:

The Public Safety Supervisor is responsible for the management of physical building security situated within the convention center and the grounds surrounding the convention center. This position is responsible for the daily management of all public safety officers, enforcement of all policies, procedures and convention center rules and regulations. This position is designed to be pro-active and preventative in scope for threat identification and risk mitigation.

Main Areas of Responsibilities:

- Provides exceptional levels of client and/or guest hospitality at all times and understands he or she represents the Center in how he or she conducts him/herself
- Assignment of all public safety officers to post with proper instructions
- Daily roll call to stress any event or security concerns
- Responsible for all building or grounds entry points such as roadways, perimeter doors, gates, etc.
- Conducts a physical inspection of all perimeter doors to ensure all are working properly and that all doors can be locked and secured twice per shift
- Reports any broken or un-securable perimeter doors to operations noting emergency repair required
- Performs a daily guard tour of the convention center per the instructions of management
- Responsible for the post assignment and security briefing of all NYPD Paid Detail officers
- Responsible for the continued post placement of public safety officers
- Coordinates all scheduled officer breaks and ensures proper relief coverage of all post assignments
- Performs all incident reports and collects all required investigative documentation including, but not limited to, statements, photographs, video clips, documentation and all other evidentiary findings
- Responsible for all required door access as requested from other staff
- Responsible for ensuring all building policies and procedures are followed by all employees, contractors, vendors and visitors
- Holds public safety officers accountable for ensuring all security and building procedures are followed
- Reports any unusual behavior and acts in a manner designed to mitigate risk, damage and/or injury
- Identifies any security concerns that could lead to theft such as JKJCC or exhibitor equipment or materials left unattended outside or inside the JKJCC
- Identifies potential theft or security hazards located within the exhibit halls and reports such to show security and JKJCC security management
- Ensures the proper staffing and post assignments are strategically placed during all shift hours to meet the ever changing needs of the JKJCC and/or exhibitors Responds to all alarms and/or incidents Monitor the flow of traffic inside the inner-roadway and direct as needed
- Direct traffic to avoid injury to person(s) inside the inner-roadway or 39th Street marshaling area
- Directs security staff to secure entry/exit ways with barricades per instructions from management

- Enforce time limits of hand carry vehicles loading or unloading inside the inner-roadway or 39th Street marshaling area
- Directs security staff to admit buses, cars, other vehicles in accordance with instructions and regulations

Experience, Skills and Abilities Required:

- 5 years of progressive security systems and security staff management experience required
- Knowledge of CCTV and security systems
- Experience working with large crowds
- Card access and alarm systems management
- Bachelor Degree preferred
- NYS security license required
- ASIS certification as a CPP or PSP preferred
- Fire Safety Director certification preferred
- Must be able to obtain FDNY Certificate of Fitness (F03)
- Must be able to obtain basic first aid certification

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, past service in the Armed Forces of the United States, sex, or age as provided by law.

NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER