



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

IMMEDIATE OPENING

Job Title: FT Command Center Technician
Department: Public Safety
Supervisor: Gary Adkins, Manager of Security & Fire Control Systems
Pay Rate: \$25.07/hr.
Shift: 3pm-11pm

Human Resources Representative: Melissa M. Vele, Director of HR. Applicants can submit their resume via email to mvele@javitscenter.com or fax (212 216-4484). You can also drop off your resume to HR Monday-Friday 8am-5pm.

Duties and Responsibilities

- Responsible for safeguarding employees, customers, visitors, assets, property of the Center.
- Monitor security and safety activities in and around the Center and report unusual conditions.
- Assist contractors and show attendees in vehicle and truck locations.
- Participate in crowd control, emergency evacuation and security drills as needed.
- Review the CCTV system for each special event, exhibition or daily activity as needed to optimize coverage.
- Monitor the video wall to maximize building and property coverage for all security personnel.
- Utilize all pre-set video wall options for maximum CCTV review.
- Assist with all investigations.
- Report all security concerns to employer, supervisors, and public safety officers for immediate action.
- Identify and communicate security threats.
- Administer the card access requirements and system for full building use.
- Manage e-log and record all log entries for supervisors and required entries per employer.
- Manage all equipment disbursement including radios, wheel chairs, motorized scooters, keys, etc.
- Assist with fire panel management and fire command control systems and procedures if certified.
- Dispatch First Responders as required.
- Monitor the elevator intercom and dispatch security for any emergencies.
- Dispatch NYPD Paid Detail Officers.
- Monitor all perimeter and interior entryways.
- Manage BMS system for general lighting requirements.
- Monitor all BMS alarms.
- Other responsibilities as assigned.

Preferred Skills, Knowledge and Experience

- High School diploma or equivalency.
- Must have a valid NYS Security Guard License.
- Must have a valid NYC Fire Guard License (F03)
- Must have at least 3 years prior Security experience.
- Military background a plus.
- Strong interpersonal skills.
- Strong verbal and written communication skills.
- Ability to comprehend written technical materials
- Ability to operate video software platforms such as Genetec, Brief Cam, C-Cure 9000, GXP Ops View and Outlook.
- Ability to operate all CCTV applications and analytics.
- Ability to operate video data storage units, encoders, servers and IP cameras.
- Ability to operate card access and alarm systems management
- NYC Fire Safety Director 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, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATIN IS AN EQUAL OPPORTUNITY EMPLOYER