



**Position Title:** Public Safety Officer - Full Time

**Department:** Security and Safety Solutions

**Supervisor:** Public Safety Supervisor

**Applicants can submit a resume via e-mail to [careers@javitscenter.com](mailto:careers@javitscenter.com). Must include salary expectations in the email to be considered**

Located on Manhattan's West Side, the Javits Center is the busiest convention center in the United States, hosting a variety of events that support New York's hotel, restaurant, tourism and transportation industries. Designed by I.M. Pei & Partners, the iconic venue opened in 1986 and has since become New York's primary venue for large conventions, trade shows and special events, attracting millions of visitors from around the world each year. These large-scale events generate more than \$2 billion in annual economic activity for New York City and New York State and support as many as 18,000 jobs in and around the facility. Operated by the New York Convention Center Operating Corporation (NYCCOC), the Javits Center has 760,000 square feet of total exhibition space, 102 meeting rooms and four banquet halls, as well as a range of technology services, including WiFi access.

**Position Summary:** A Public Safety Officer is responsible for the protection of the facilities, equipment, supplies, employees, guests, clients, and visitors of the Javits Center. This position is responsible for adhering to and enforcing all security policies and procedures. The Officer is to be pro-active in threat identification and risk mitigation.

- Provide exceptional level of client and/or guest hospitality at all times and understand that he or she represents the Center in how he or she conducts him/herself
- Enforce all building rules and security procedures to all staff, visitors, and vendors
- Maintain security coverage and visibility within a dedicated area or post assignment
- Monitor building activity for compliance with and enforcement of established safety and security policies and procedures
- Routinely inspect fire extinguishers and AED units for functionality and certification
- Admit or prohibits personnel, vehicles and visitors per Employer's or customer's needs
- Provide perimeter security during non show times or when required by Employer
- Routinely inspect doors and other entry ways to ensure doors are locked when required
- Anticipate, identify, prevent, and otherwise take appropriate measures to protect against criminal activity or behaviors contrary to established building rules or security procedures



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- Assist in the evacuation of the building during fire drills or emergency situations
- Act as a complainant on behalf of the Employer in matters before criminal and administrative tribunals
- Other responsibilities as required by the Employer

### **POSITION SPECIFICATIONS**

- **Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.**
- **Must work full-time onsite at the Javits Center**
- 3 years of progressive security experience required
- High school diploma or GED
- Effective written and verbal communication skills
- NYS Security Guard Registration required FDNY Certificate of Fitness for Indoor Place of Assembly Safety Personnel (F-03)
- First Aid certification as required by Employer
- Ability to meet all other training, certification, licensing, and other requirements deemed necessary by the Employer and/or required by the Collective Bargaining Agreement applicable to this position.
- NY State Security Guard License

*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*