

# POSITION POSTING

## Public Safety Officer

Civilian Security Personnel Officer helps maintain a safe and secure environment for guests, clients, and staff across our facilities. This position plays a critical role in supporting daily operations, ensuring public safety, and delivering a positive guest experience during events and regular operations.

<b>Job Type:</b>	Full-time and Part-time positions. Part-time shifts: 11 pm to 7:30 am and 3:00 pm to 11:30 pm
<b>Salary:</b>	Full time: \$34,000.00 Annually Part time: \$16.40 Hourly
<b>Work Location:</b>	KICC – Public Safety Department

### ESSENTIAL FUNCTIONS

- Monitor and control facility access points to ensure authorized entry and maintain the security of Kentucky Venues facilities.
- Maintain a continuous security presence by safeguarding buildings, monitoring fire, and life safety systems, and conducting routine facility patrols.
- Open and close facilities, including the Kentucky International Convention Center and parking garages, in accordance with event schedules and operational needs.
- Provide traffic control and directional assistance to guests, exhibitors, and vendors during events at the Kentucky Exposition Center and other Kentucky Venues properties.
- Respond to incidents, emergencies, and accidents by securing affected areas, administering basic first aid when appropriate, coordinating with emergency responders, and completing detailed incident and investigative reports.
- Deliver exceptional customer service by providing guests with information, directions, and assistance while maintaining a professional and welcoming presence.
- Collaborate with Sales and Event Managers, public safety partners, and event personnel to ensure appropriate safety, security, and crowd management measures are in place for events.
- Manage lost and found operations, including the documentation, storage, and return of recovered items

### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Office and event facility settings with moderate/high noise levels
- Must be able to communicate in person with staff, management, clients, and patrons via face-to-face interaction, 2-way radio and telephone.
- Must be able to traverse facility space, including stairs, ramps, escalators/elevators, and heavily occupied spaces.
- May need to lift and carry objects up to 50 lbs., including traffic cones, signs, and barricades, repeatedly throughout the shift.
- Must be able to work a varied work schedule including weekdays, evenings, late nights, early mornings, weekends, and holidays, contingent upon event scheduling; may work more than 40hpw.
- Exposure to varied climates and elements including livestock, hay, dirt/dust, and exhaust fumes

### REQUIREMENTS

- Must be 18 years of age.
- Two (2) years of building/event security or public safety, knowledge of proper 2-way radio transmission procedure.
- Computer proficiency, including the use of Microsoft Office applications, email systems, and web-based software.
- Must submit to background check
- Must be eligible to work in the United States.

**Apply Today!**

Kentucky Venues employees are encouraged to apply.

Apply by scanning QR code or online at:

<https://kyvenues.com/apply-online>

Kentucky Venues is an equal opportunity employer.

