



**KENTUCKY
EXPOSITION CENTER**

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

**KENTUCKY
INTERNATIONAL
CONVENTION CENTER**

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

TRAFFIC CONTROL OFFICER

Salary: Commensurate with experience

Work Address: Kentucky Exposition Center
937 Phillips Ln., Louisville, KY 40209

Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – work with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and the North American Championship Rodeo.

Kentucky Venues is governed by the Kentucky State Fair Board.

Kentucky Exposition Center:

The Kentucky Exposition Center (KEC) is one of the largest exposition facilities in North America. It hosts some of the worlds most recognized events and trade shows with 1.2 million square feet of contiguous meeting space. There are 54 flexible meeting rooms, two arenas and 300 acres of outdoor exhibit and demonstration space which is all highly configurable to the specific needs of our clients.

Work schedule can include evenings, weekends and holidays as required. Full-time employees are eligible for health, dental and vision insurance, life insurance, paid personal and sick leave, state employee pension and free parking. Employees stasured other than full-time have varying benefit eligibility.

Description:

The Traffic Control Officer is responsible to facilitate inbound and outbound traffic flow of the property, patrol designated parking areas and maintain a visible presence to support maintaining order and assist guests as necessary.

WE SET THE STAGE. YOU STEAL THE SHOW.



Essential Functions:

- Facilitates inbound and outbound traffic flow of the property.
- Monitors guests, vehicles, outdoor property areas, designated parking areas and vehicle access points.
- Remains consistently visible in assigned location and is alert to address matters as they arise and engage with guests.
- Sustains a comprehensive knowledge of property areas and their references including leasable lot spaces, overhead doors, parking lots, horse barns, employee access areas, property lighting, property access gates and facility points of access.
- Sustains a current knowledge of all facility policies, particularly regarding safety and egress procedures, parking and vehicle access permission and supports Security management and fellow officers in executing efficient parking and traffic flow operations per event requisites.
- Maintains a current awareness of the facility event calendar and general details of each event i.e. event dates and times, venue locations and admission pricing, in order to assist guests with general questions.
- Maintains a general knowledge of the local area including the airport, nearby hotels and adjacent streets and expressways to assist guests with directions to and from the facility.
- Adheres to organizational core values and service expectations.
- Maintains a professional, welcoming and responsive demeanor and addresses inquiries, requests and concerns graciously, discreetly and with a sense of urgency.
- Performs relative duties as assigned.

Physical and Mental Demands (must be met with or without reasonable accommodations to perform essential functions):

- Frequently moves about designated outdoor property spaces, traversing surfaces including concrete, gravel, grass, mud, snow and ice and maneuvering through heavily occupied spaces.
- Frequently moves objects and equipment weighing up to 50lbs, such as barricades and traffic cones.
- Bends, stretches, twists, reaches, stoops, crouches and otherwise moves to perform assigned duties.
- Consistently uses near, far and peripheral vision, exerts muscle force and coordinates one's body to safely maneuver motor vehicles and ATVs.
- Consistently functions and works effectively within a moderate-to-high pressure event-driven environment, according to a stringent schedule.

Work Environment and Hours of Work:

- Outdoor setting with moderate-to-high noise levels where event functions, facility maintenance and heavy traffic are taking place.
- Contingent on department staffing requisites and event scheduling, works a varied schedule consisting of weekday hours, evenings, late nights, early mornings, weekends and holidays.
- Contingent on department staffing requisites and event scheduling, occasionally works more than 40hpw (typically during large-scale, entire-facility events).
- Consistent exposure to hot, cold and humid climates and various weather conditions.
- Regular exposure to high-allergen and other atmospheric elements including some or all of, but not limited to: livestock and other animals, hay, dirt, dust, and exhaust fumes.
- Consistent exposure to moving vehicles including passenger cars, commercial trucks and trailers, golf carts, agricultural transport vehicles and mechanical equipment such as lifts

and construction vehicles.

Direct Reports:

NA

Knowledge, Skills and Abilities:

Knowledge of:

- Effective verbal communication techniques and methods and proficient use of the English language.
- Safe operation of motor vehicles and ATVs.
- Organizational and facility policies, procedures and strategies.
- Customer and guest engagement best practices and executing service delivery.

Skilled at:

- Conveying clear and concise messages in-person, by two-way radio, by phone, and by directional gesturing.
- Functioning effectively in moderate to high-pressure situations, particularly in a fast-paced traffic setting.

Ability to:

- Understand written and spoken English language.
- Actively listen – give full attention to what is being said, understand points being made and ask questions for clarification.
- Bend, stretch, twist, reach, stoop, crouch and otherwise move to perform assigned duties.
- Achieve established objectives with minimal guidance and supervision.
- Work collectively as a team member and take initiative to complete tasks individually.

Education and Experience:

- High school diploma or equivalent is preferred.
- Security, public safety or crowd control experience at an event, entertainment, commercial or other major public facility is preferred.

Additional Requirements:

- Applicants of and employees filling this position may be required to submit to a background check.
- Kentucky Venues adheres to Kentucky Healthy at Work guidelines. Currently, state employees and guests are required to wear a face covering inside state facilities and in state vehicles with more than one passenger.

Application Process:

Applicants should email a letter of interest, a résumé and three professional references to:

Mike Crenshaw, Security and Public Safety Manager
Kentucky Exposition Center
Mike.Crenshaw@kyvenues.com

The subject line of the email shall state “Traffic Control Officer Vacancy”.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.