



## **POSITION ANNOUNCEMENT**

**POSITION:** Security Specialist - PM Swing Shift

**SALARY:** \$20-\$23/hour based on experience

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting over 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals and live horse racing that bring in nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to managing the Fairgrounds.

The Alameda County Fair team is driven to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our community. As employees, we focus on our values-community, inclusive, excellence, collaborative, innovative, positive, environment and the celebration of our successes!

## **POSITION SCOPE:**

This full time, non-exempt position is responsible for securing and protecting our 267-acre property. The schedule is Monday through Friday, 2:30pm to 11pm Swing Shift and include weekends during Events. This position is responsible for guarding and protecting gates, entrances, buildings, facilities and other designated posts on premises. Excellent problem solution, de-escalation and customer service skills are essential for success.

We are looking for a guest-oriented, experienced security professional who can communicate in a friendly and effective manner, monitor the flow of visitors and protect our property.

## **YOU WILL:**

- Monitor assigned access points
- Inspect and record parcels and containers being carried on/off property
- Patrol designated areas
- Protect against and report acts of sabotage, destruction, damage or theft of property of facilities
- Observe and report dangerous conditions or irregularities
- Take necessary safe-guarding steps when practical
- Offer assistance and aid
- Screen persons entering property for exposure to contagious diseases and hazardous materials as directed
- Prioritize service calls and emergencies on severity, time and needs
- Guide and assist emergency medical or first responders to areas of need
- Gather facts, document incidents, identify all persons involved and detect possible causes
- Protect the event environment as required to conduct a proper investigation
- Identify safety hazards and take appropriate corrective actions
- Evaluate and de-escalate stressful situations
- Identify problems, consider solutions and make successful, appropriate solutions
- Other duties involving internal security and protection of premises including peer training and staffing control centers

**YOUR KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:**

- Possess a valid security guard registration (Guard Card)
- Excellent customer service skills with the ability to initiate contact with guests
- Courteous and positive with a superior guest service attitude
- Knowledge in the mapping of areas in order to give directions and respond
- Exceptional problem solving skills
- Observant with excellent attention to detail
- Superb verbal and written communication skills
- Ability to speak clearly, command attention and provide easy to understand instruction
- Proven ability to enforce policy and procedures
- Reliable and punctual
- Must be at least 18 years of age
- High School diploma, GED or equivalent
- Have and maintain a valid California Driver's License
- Acceptable driving record to maintain coverage on our insurance
- Proficiency in Microsoft Word, Excel, and Outlook
- Fitness to walk long distances up to 0.75 miles at a time
- Able to move quickly or run up to 0.25 miles at a time
- Ability to reach, push and pull items throughout the course of work
- Capability to safely lift and carry 30 lbs. as needed
- Ability to work outdoors in all temperatures and weather conditions
- Fitness to stand and sit for extended periods of times
- Able to work day and night shifts, weekends, holidays and overtime as required

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

**Please submit your resume to:**

jobs@alamedacountyfair.com

By fax: 925 426-5196

By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Traci Brumm