



POSITION: Traffic Coordinator
DEPARTMENT: Event Operations
REPORTS TO: Traffic Manager
FLSA STATUS: Salaried/Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Traffic Coordinator at the McCormick Place Convention Center. This position is responsible for assisting the Traffic Manager with the day to day traffic flow on campus. Including the daily supervision, scheduling and training of traffic supervisors and traffic aides. The position also manages the McCormick Place Automobile and Small Utility Vehicle (ASUV) Program by managing the safe and orderly flow of private vehicles, trucks, taxis, and busses on the McCormick Place Campus.

Essential Duties and Responsibilities

- Assists the Traffic Manager in the development of traffic plans for events collaborating with facility Event Managers and the Event Organizers.
- Attends pre-event meetings as needed.
- Creates and distributes the Traffic Aide work schedule in ABI in accordance with the needs of the facility and in compliance with the Collective Bargaining Agreement (CBA)
- Monitors and approves bi-weekly payroll hours ensuring employees punch in and out according to their work schedules in Payroll system.
- Supervises Traffic Aides and monitors their daily performance. Ensures team members are reporting to work on time and receiving proper relief. Monitors call-offs and fills vacancies as needed.
- Manages the on-site operations of the Automobile and Small Utility Vehicle (ASUV) program during event days. This includes the allocation of parking space, parking enforcement, tunnel traffic and special traffic details
- Recommends disciplinary actions based on CBA and company policies.
- Assists in the development of departmental policy and training programs.
- Assists with the management of all traffic on the McCormick Place campus.
- Coordinates duties of parking lot attendant with parking contractor(s)
- Assists Traffic Manager in Coordinates meetings with external agencies concerning the development of protocols regarding bus lane usage and meets with public agencies to determine their needs
- Assists Traffic Manager Working with city agencies, (Department of Consumer Services, CDOT, OEMC, CPD), to maintain and exchange information concerning traffic issues and coordinates traffic plans with city agencies
- Under direction of the Traffic Manager May serve on the Mayor's Traffic Management Task Force as well as other traffic related committees.
- Ensures Traffic Aides are in uniform.
- Learns EBMS to check event calendar, event files and place service orders.
- Assists the Traffic Manager and overseeing the traffic staff onsite to make sure that staff is

following all safety standards.

- Prolong standing and walking at times and must be able to work various shifts and various days as needed.
- Performs other job-related duties as assigned.

Supervisory Responsibilities

Directly supervises the Traffic Aide staff. Carries out supervisory responsibilities in accordance with ASM Global policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- High School Diploma required.
- Minimum two (2) years of related experience, including prior supervisory experience.

Skills and Abilities

- Excellent verbal, written and interpersonal communications skills, with heavy public contact.
- Proven excellent problem-solving skills.
- Should be knowledgeable of parking and traffic patterns at McCormick Place as well as locations of downtown hotels, bus routes and private shuttle parking areas.

Computer Knowledge

- Basic computer knowledge of both E-mail and Word programs.
- Prior experience utilizing payroll software. Previous experience working in ABI a plus
- Must be capable of utilizing an enterprise wide event management system for planning and scheduling purposes.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include the ability to communicate verbally and to be able to move around facility. Position requires step climbing, walking, indoor and outdoor working conditions, use of arms to direct traffic; irregular hours. Standing/walking for 8-10 hours daily.

Certificates, Licenses and Registrations

- Must possess a valid Driver's License.

Hours of work and travel requirements

Must be able to work a varied schedule, including days, nights, weekends and holidays due to the events.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Please use the below link to apply:

External Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Traffic-Coordinator_R10013064

Internal Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Traffic-Coordinator_R10013064

Recruiter- Shalanda Hedrick
McCormick Place – ASM Global
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will accept applications from 08-09-22 and until position is filled