



McCORMICK
SQUARE • PLACE • MPEA

NOTICE OF EMPLOYMENT OPPORTUNITY

P/T Traffic Attendant Patron Services

SUMMARY

This position assists in the safe and orderly flow of traffic, in and around McCormick Place, and all parking lots.

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.

Ability to work under limited supervision and to interact with all levels of staff including management. Ability to work long and irregular hours that may vary due to functions and may include days, evenings, weekends and holidays.

- H.S. Diploma or equivalent required.
- Must be at least 18 years of age.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be willing and available to work a varied schedule including nights and weekends.
- Excellent verbal and interpersonal communication skills with the demonstrated ability to communicate in a courteous manner.
- Must be physically capable of standing for long periods of time as well as the ability to work in inclement weather.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License preferred (required for operating McCormick Place vehicles).
- CDL License with a passenger endorsement preferred.

DUTIES:

- To provide traffic directions in designated areas for taxi and bus loading/unloading.
- To assist in the daily operation of car parking and traffic flow.
- To assist in placing proper signage, traffic cones and barricades in and around the McCormick Place Campus
- Assist in the implementation of alternate traffic routes and plans as needed.
- Assist in ensuring that all fire lanes are kept clear.

- May be required to operate departmental pick-up truck, minibus, and trolley as needed, for McCormick Place.
- Perform other job-related duties as assigned.

WORKING ENVIRONMENT/CONDITIONS

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, and sometimes running; may be subject to physical confrontations; indoor and outdoor working conditions; irregular hours.

NOTE:

Selection will be based on an evaluation of applicants' training skills and experience. 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 e-mail your resumes to:

Anthony Wise: awise@mccormickplace.com

Daniel Boersma: dboersma@mccormickplace.com

“EQUAL OPPORTUNITY EMPLOYER”

We will accept resumes from 01-19-23 to until position is filled