



POSITION: Bus Lane 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 Bus Lane Coordinator at the McCormick Place Convention Center. Responsible for the management of the Bus Lane. Functions as a liaison with outside agencies and represents the department at meetings.

Essential Duties and Responsibilities

- Coordinates meetings with external agencies concerning the development of protocol regarding bus lane usage and also meets with public agencies to determine their needs.
- Maintains a calendar and provides monthly updates to management regarding critical issues concerning bus lane usage.
- Coordinates the staffing level and location of traffic personnel with the Traffic Manager.
- Oversees the traffic details and coordinates the traffic plans with show and event management concerning bus lane usage.
- Oversees McCormick Place snow command and ensures bus lane is functional during inclement weather.
- Develops rules for accident/property damage reporting and access control.
- Periodically assigned to the Corporate Office to assist with McCormick Place and/or MPEA special projects when needed.
- Acts as a liaison for the department in matters that involve outside agencies.
- Attends Pre-Show and Team Meetings for selected events.
- Accompanies Event Managers and Customers on site visits.
- Assists in coordinating truck marshalling and works with show managers, exhibitors and contractors to ensure that the operation runs smoothly.
- Assist with driving MPEA CEO. Back up
- Assist with Mail pick up from the post office.
- Performs other job-related duties as assigned.

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

- Two years of college or equivalent work experience is preferred.

Skills and Abilities

- Excellent verbal and written communication skills, with heavy contact with management and external agencies.
- Knowledge of parking and traffic patterns and operations in and around McCormick Place facilities is required or the ability to learn.
- Must be able to work flexible work hours commensurate with event schedules and event needs.

Computer Knowledge

Basic computer knowledge of both E-mail and Word programs.

Certificates, Licenses, Registrations

Must have a valid driver's license in order to operate McCormick Place vehicles.

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 up to 8-10 hours daily, indoor and outdoor working conditions; irregular hours. Ability to drive vans and cars.

Hours of work and travel requirements

Will work long and irregular hours that may vary due to functions and may include day, evening, weekends and holidays. Minimum travel may be required.

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:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Bus-Lane-Coordinator_R10015421

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 02-07-23 and until position is filled