

CLASS TITLE: FACILITY INFORMATION REPRESENTATIVE

JOB DESCRIPTION: Under general supervision perform assigned duties at the building's stage entrance. Be able to multitask and maintain situational awareness. Monitor cameras, control access, monitor phone and radio, monitor fire alarm, assist with event logistics, and other related assigned duties.

ESSENTIAL TASKS:

- Monitor facility cameras and report anomalies to staff and or first responders.
- Monitor and perform basic fire alarm panel functions.
- Monitor and assist with radio communications.
- Monitor people entering and exiting the building through the stage security entrance.
- Control building/venue access to people entering through the stage security entrance.
- Answer, forward, operate basic attendant phone.
- Issue and receive building and venue keys.
- Perform building safety rounds, lock and unlock building interior and exterior doors.
- Receive and document lost and found items.
- Assist with logistics for various meeting and performance events.
- Identify and report leaks, odors, or other not normal conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential tasks.

Qualifications:

Training and Experience: An Associates degree is preferred ; Graduation from high school or possession of a General Educational Certificate (GED) is required. Two (2) years experience with customer relations, communications, security, or related fields.

Knowledge, Abilities, and Skills: Ability to understand and follow verbal and written instructions. Good written and oral communication skills. Ability to courteously and tactfully communicate with fellow workers, supervisors, partners, and the public. Ability to operate basic attendant phone ; basic computer skills including MS Office ; Ability to multi-task and maintain logs and records.

Physical Requirements: Physical requirements include frequent walking and standing; constantly lifts/carries up to 10 pounds ; frequent lifts/carries up to 20 pounds; occasional lifts/carries up to 40 pounds; occasional pushing/pulling up to 50 pounds; frequent reaching, kneeling, bending, handling, feeling, climbing steps and stairs. Smelling, vision, speech and hearing sufficient to perform essential tasks. Must have and provide proof of completed full Covid-19 vaccination.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Operator’s License required.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, damp/wet surfaces, snow/ice covered surfaces, vapors/odors.