

MAJOR FUNCTION

This is technical and specialized work in which class incumbents provide airport security. Work involves monitoring and enforcing day-to-day security at the airport facility and coordinating the response to airport emergencies, which may include periods of high stress. This position operates independently and reports to the Supervisor–Airport Operations. Work is reviewed through conferences, reports, and by observations of results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Operates airport surveillance, access control, fire alarm, flight information, communications and building management systems. Provides enforcement of curbside parking and ground transportation operations. Issues Notice of Violations (NOVs) and parking citations as necessary. Conducts fingerprint-based criminal history records checks for all airport employees requesting unescorted access to secured areas. Provides dispatch services and coordinates police, fire, emergency medical services and airport operations' response to emergency and non-emergency calls for service. Identifies safety and security violations and reports suspicious activities. Provides customer services such as answering questions, giving directions, and helping customers to resolve complaints and requests for information. Maintains activity logs and other records. Uses checklists in the performance of duties. Performs related work as required.

Other Important Duties

Conducts visual inspections of vehicles. Fingerprints applicants requesting unescorted access to secured areas. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of airport security systems, methods and procedures. Knowledge of methods and practices associated with airport security and emergency operations. Ability to speak distinctly and communicate effectively with the public and other personnel. Ability to take quick and accurate action under all types of operating conditions. Ability to maintain accurate records. Ability to remain calm and courteous during emergency and non-emergency situations. Ability to establish and to maintain effective working relationships. Ability to prioritize multiple requests for service calls. Ability to comprehend, interpret and apply regulations, procedures and related information. Skill in the use of personal computers and associated programs and applications and other equipment necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree in aviation management, business administration, criminal justice or a related field; or two years of experience that includes airport operations, airline operations, public safety communications, or military service; or an equivalent combination of training and experience.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's License at the time of appointment.

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04-21-04

04-27-09*