



Airport Protection Specialist

Class code: 132

Employee Group: SEIU

Salary Range: 15

I. Position Summary

Under general supervision, to enforce safety, security, traffic control, and parking standards on Airport property; to maintain regulatory compliance; to ensure that the safety and security of the public, grounds, tenants and facilities at the airport; train, direct and monitor airport enforcement officers in airport safety and security.

II. Distinguishing Features

This is a journey level class in the airport enforcement officer series. Incumbents are expected to perform the full range of journey level duties, possess functional expertise and perform the specialized duties in an independent manner. Employees work within a framework of standard policies and procedures. Work is normally reviewed only on completion and for overall results. This classification has direct lead worker responsibility of the Airport Enforcement Officers.

III. Examples of Essential Position Duties

- Ensures the safety and security of the public, grounds, tenants and facilities at the airport.
- Ensures that federal regulation and airport procedure changes are enacted; ensures that appropriate reports and documentation are completed timely and accurately; monitors changes in regulations.
- Analyzes, gathers information, writes and develops procedures, lesson plans and training materials regarding airport regulations, operations and systems.
- Works with and troubleshoots operational systems include baggage handling and doors.
- Maintains compliance with federal regulations and airport procedures in airport operations and/or parking areas; patrols airfield perimeter and maintain safety of the security identification display area; patrols terminal, curb and adjacent areas enforcing regulations; checks gates and verifies authorized personnel on Airport property; issues notices or citations as necessary for parking or other violations.
- Identifies, investigates and reports non-compliant activity of passengers and tenants according to federal regulations.
- Implements and performs quality assurance measures to ensure that all regulations are being followed.
- Conducts routine thorough inspections of interior and exterior areas of the Airport.
- Efficiently controls vehicular traffic in front of the Airport terminal and operations area as needed.
- Identifies possible breaches of regulations and/or procedures and respond as directed.
- Understands and applies various federal rules and regulations; take necessary action.
- Performs investigations relating to injuries, accidents and breaches of regulations and/or procedures and provides support to responding law enforcement and emergency agencies; implements measures to prevent problems from reoccurring.
- Conducts vehicle searches and implement policies and procedures regarding unattended or suspicious baggage; evaluates the situation and make the appropriate decisions; may be responsible for ensuring unattended vehicles that are improperly positioned are removed promptly.

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- Responds to and resolves alarms; resets doors and gates to the air operations area; operates a surveillance system.
- Prepares accurate reports regarding incidents, investigations, and enforcement and security activities; maintains accurate activity shift logs; routinely monitors reports and logs to ensure accuracy.
- Collects, organizes and analyzes a variety of information to decide on appropriate and reasonable courses of action.
- Maintains good rapport with the public, Airport tenants and other agencies.
- Receives and responds to inquiries and requests for assistance from the general public regarding airport operations and facilities, parking, citations, rental cars, airline schedules, etc.; performs conflict resolution.
- Provides evacuation instructions to tenants; instructs tenants on proper usage of access I.D.s; ensures that instructions are provided on a timely basis.
- Assists Airport/airline personnel as requested with controlling public disturbances.
- Performs initial trouble shooting if doors, gates, or baggage belts are malfunctioning.
- Ensures that the shift is operating in accordance with policies and regulations; communicates policy and regulation changes; ensures adherence of staff to regulations; provides communication, guidance and direction to Airport Enforcement Officers; reports discrepancies and staffing/personnel issues to the Airport Security Supervisor;
- Provides training to new and existing Airport Enforcement Officers and monitor their proficiency.
- May work a variety of shifts and schedules, including nights and weekends.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires familiarity with methods and techniques of security and enforcement; knowledge of and ability to operate two-way radios and surveillance equipment. Requires the ability to learn, understand and apply FAA advisory circulars and TSA regulations; ability to operate computer software applications including word processing, e-mail, PowerPoint and spreadsheets; ability to collect, organize and analyze data; understand and carry out simple oral and written directions; keep detailed, legible and accurate records; read and understand airline schedules, building floor plans, department communications, etc; communicate courteously, professionally and effectively with tenants and the general public; explain Airport policies and procedures as well as federal regulations as necessary.

V. Minimum Requirements *(Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)*

Education and Experience

Graduation from an accredited high school or successful completion of the General Educational Development (GED) test AND must be at least 18 years of age AND three years prior law enforcement,

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military, security, airport or aviation related experience AND three years additional experience involving heavy public contact AND one year experience in a lead or supervisory position is preferred.

Licenses, Certificates and Other

Valid driver's license and a good driving record. A DPSST Unarmed Private Security license must be obtained within 30 days of hire. Must pass an in-depth background check investigation and a security threat assessment.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Tasks involve frequent walking, standing, pushing, pulling, and climbing as well as lifting and carrying objects of moderate weight and varying size and shape, sometimes overhead; minimal dexterity in the use of fingers, limbs or body in the operation of communications equipment. Tasks are regularly performed outdoors with exposure to adverse environmental conditions such as heat, cold, wetness, dust, odors, noise and vehicular exhaust fumes.

Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, hot oil, asphalt, chemicals, paint and traffic hazards. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 1/05

Revised: 4/15