



Airport Enforcement Officer

Class code: 134

Employee Group: SEIU

Salary Range: 11

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.

II. Distinguishing Features

This is an entry/journey level class in the airport enforcement series. Employees work within a framework of standard policies and procedures. Positions in this classification require limited time on the job before an incumbent is capable of functioning at the full journey level. Incumbents initially work under immediate supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. This class is distinguished from the specialist level in performance of more routine tasks and duties. The specialist level class is expected to provide direction to employees in this classification.

III. Examples of Essential Position Duties

- 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.
- Conducts routine 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; takes 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.
- 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.
- Works with and troubleshoots operational systems include baggage handling and doors.
- Responds to and resolve alarms; reset doors and gates to the air operations area; operate a surveillance system.
- Prepares accurate reports regarding incidents, investigations, and enforcement and security activities; maintains accurate activity shift logs.
- 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.

Jackson County – Airport Enforcement Officer

Page 2 of 3

- 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 tenant; instructs tenants on proper usage of access I.D.s.
- Assists Airport/airline personnel as requested with controlling public disturbances.
- 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 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 one year prior law enforcement, military, security, airport or aviation related experience AND one year additional experience involving heavy public contact.

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.

Jackson County – Airport Enforcement Officer

Page 3 of 3

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