

WILMINGTON INTERNATIONAL AIRPORT
Wilmington, NC

JOB DESCRIPTION

Title: **Public Safety Officer** Date: September 2015 Supersedes: September 2012

Authorized by: _____, Deputy Airport Director
Signature

Position Summary: A Public Safety Officer provides law enforcement and airport security to passengers, visitors and tenants under the supervision of assigned Shift Supervisor or designee. Performs aircraft rescue fire fighting (ARFF) duties as required. He/she also exercises sound judgment and provides quality service by anticipating and meeting customer expectations.

Reporting Relationships:

- Reports to: Shift Supervisor or designee
- Supervises: None; May be designated by Shift Supervisor as charge officer in his/her absence.

Essential Functions:

- Maintains all required training and certifications, as a law enforcement officer in the state of North Carolina and as a member of the ARFF team, in accordance with established timeframes and protocol. Attempts to improve performance and/or correct deficiencies as needed.
- Ensure airport compliance with all local, state and federal regulations.
- Provides routine patrols, either on foot or in a vehicle, of assigned areas in accordance with established protocol to preserve order and prevent crime. Maintains radio contact with supervisor or dispatch to report incidents. Prepares reports and documents all incidents or investigations in a timely manner and in accordance with established procedure.
- Insures all traffic laws and county codes are obeyed, and takes appropriate action to correct unsafe conditions using sound judgment that is in the best interest of the airport, the customer and him/herself.
- Performs Airport Safety Self Inspections and perimeter checks as required.
- Performs light checks on both the airfield and landside of the airport perimeter to insure they are in good operating condition and initiates corrective action on an "as needed" basis.
- Courteously and tactfully interacts and assists tenants, passengers, fellow employees, the public and other airport patrons with telephone calls, questions or concerns, performance of tasks and other related assistance in a manner that supports the airport mission, value and vision.
- Performs dispatch duties in the absence of a dispatcher accurately and thoroughly.
- Trains for and responds to ARFF related duties as required under FAR Part 139. All training documentation must show completion of Part 139 required training during the previous 12 months.

- Processes lost and found articles, operates computer systems and information logs, and completes security reports in a timely manner and according to established protocol.
- Performs vehicle searches of vehicles having access to the SIDA in a satisfactory manner and in accordance with established protocol.
- Services, cleans and maintains all patrol vehicles and all related equipment in good operating condition at all times.
- Provides emergency medical treatment and/or first aid in accordance with training and established protocol.
- Assumes the role of Charge Officer if designated by assigned Shift Supervisor and carries out these responsibilities in a satisfactory manner.
- Understands all internal as well as external airport customers, knows who they are, and anticipates and meets their expectations through quality service in accordance with the airport Mission, Values and Vision.
- Carries out all responsibilities as an efficient and effective airport team member.
- Maintains a clean and sanitary work environment at all times.
- Performs other related duties as assigned in a competent and motivated manner.
- Maintains a high level of bearing and Professional appearance.

Other Important Functions:

- Primary Contacts: Shift Supervisor, Management, employees, tenants, public and passengers, aviation personnel and visitors.
- Physical Demands: Some exposure to aircraft noise and fuels, daily contact with chemicals and airport construction. Potential exposure to aircraft and vehicle accidents and possible harm during law enforcement activities and interventions. Position requires much standing, bending, kneeling, reaching, climbing, pushing, pulling, lifting and walking. Some exposure to inclement weather.
- Working Conditions: Working hours are routinely 40 hours a week dependent upon scheduled shift. Must be willing to work any shift, weekends, and holidays. Due to the nature of responsibilities, may require longer work hours in order to complete assignments.

Qualifications:

- Education/Knowledge: High School diploma, BLET, DCI certification. In-house ARFF and First Responder medical training required. Must possess a valid North Carolina Class "C" driver's license with an acceptable driving record and the ability to maintain insurability by ILM. Must also be qualified to obtain a North Carolina Class "A" driver's license.
- Experience: No formal related experience required. Some law enforcement, fire fighting and/or emergency rescue experience preferred.
- Skills/Aptitudes: Must be able to fully participate as a member of the ARFF team, operate fire and rescue equipment, and perform lifesaving/safety functions. Must be able to react quickly and calmly in emergencies, and be able to operate motor vehicles in dangerous situations. Must be able to physically perform basic functions

of climbing, balancing, stooping, kneeling, crawling, reaching, standing, walking, pushing, pulling and lifting. Must be able to function in an aquatic environment.

- Promotion Opportunities: May be eligible to apply for promotions as openings occur.
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I have read, understand, and agree to comply with all requirements of this position. I also acknowledge receiving a copy of this job description.

Date

Applicant/Employee Signature