

Job Title:	Chief of Public Safety		
Reports to:	Deputy Executive Director	Department:	Public Safety
FLSA Status:	Exempt	Position Classification:	Full-time
Supervises:	Public Safety Sergeants, Public Safety Officers Access Control Admin. Assistant	Date of Last Revision:	August 2018

JOB SUMMARY:

Compliance with DCJS: Serves as the Chief of Police for the Charlottesville Albemarle Airport Authority in accordance with the Commonwealth’s DCJS requirements.

Oversight of the Public Safety Division: Directs and manages all police, fire and emergency medical response functions of the Public Safety Department.

Part 139 Compliance: Directs and performs operations functions required for the Authority’s FAR Part 139 compliance.

Snow/Ice Removal Duties: This position assist with the planning and execution of the Authority’s snow/ice removal events.

ESSENTIAL TASKS, DUTIES & RESPONSIBILITIES:

1. Serves as the designated Chief of Police for the Charlottesville Albemarle Airport Authority in accordance with the Commonwealth’s DCJS and performs all of the essential law enforcement functions assigned to Public Safety Officers’ positions.
2. Directs and manages the Public Safety Department (Police, Fire/Rescue, First Responder, and Emergency Medical) functions.
3. Ensures the department’s compliance with all Commonwealth of Virginia’s requirements for law enforcement and firefighting operations.
4. Supervises and evaluates performance of employees noted above. Responsible for overall direction, coordination, and evaluation of these individuals. Responsibilities include hiring, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
5. Supervises the training of Public Safety Sergeants and Public Safety Officers.
6. Establishes procedures and enforces compliance with Airport Rules and Regulations and the Department’s Standard Operating Procedures.
7. Ensures compliance with federal regulations related to airport operations; airport law enforcement, fire/rescue, and airport security (FAR Part 139 and FAR Part 1542).
8. Coordinates emergency response support of regional Mutual Aid agencies and other public safety organizations. Serves as initial incident commander, directing the response to airport emergencies in accordance with the Airport Emergency Plan until incident is passed to commander of responding mutual aid agencies. Once command is passed, the Chief of Public Safety continues to serve as a liaison of the Authority with responding agencies.
9. Assists Secret Service, FBI, the State Police, and other outside agencies when necessary with special events.

10. Assists with preparation of annual budget and administers assigned accounts throughout the fiscal year to ensure compliance with the approved budget. Makes recommendations for future department operational and capital budget needs.
11. Serves as a TSA Airport Security Coordinator, as required. Coordinates and maintains the Airport Security Plan and ensures compliance with the TSA requirements.
12. Oversees the Airport Access Control system making sure that all TSA guidelines under FAR Part 1542 are maintained at all times. Coordinates yearly audit and annual inspections as required by TSA.
13. Serves as a key member of the airport snow removal team which includes driving snow removal equipment and supervises the snow removal team when needed.
14. Serves as key member of management team expected to initiate action, analysis and recommendations as necessary without direction.
15. Promotes Authority's vision for excellent customer service. Respects and upholds CHO Vision & Values. Adheres to the Authority's policies, procedures and guidelines.

Physical Demands:

1. Standing and walking for long periods of time.
2. Running to respond to emergency situations.
3. Operate manual transmission large trucks, plows, tractors, equipment during snow removal operations.

Work Environment/Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Emergencies have the potential of hazardous conditions (potential of entering burning building and/or aircraft). During the course of a normal day, time is spent both inside and outside and exposed to extreme weather (hot/humid, cold/ice/snow/rain) and to loud noise due to aircraft and vehicle operations may be experienced.

Job Qualifications:

1. A minimum of ten (10) years of work experience as a sworn Police Officer (civilian or military), with at least eight (8) of those years in a leadership role overseeing other law enforcement officers. Possession of Virginia Basic Law Enforcement Training certification is preferred or must be obtained within 12 months of hire date. The successful completion of the Aircraft Rescue & Firefighting certification process within 12 months of hire date is also preferred. A Bachelor of Science Degree in Law Enforcement and/or Fire Sciences, Business Administration, Public Administration, Justice Administration, Airport Management or closely related field is preferred. A combination of relevant education and experience in lieu of the education requirement will be considered.
2. Must maintain qualification for the use of firearms.
3. Must successfully complete all required Fingerprint-based Criminal History Records Checks and detailed LEO employment background checks. Must be able to pass a pre-employment physical and drug test. Must also possess valid Virginia driver's license (or acquire within two weeks of hire date) with driving record insurable by Authority's automobile liability carrier.
4. Must have a working knowledge in order to ensure compliance with all Commonwealth of Virginia's

- requirements for law enforcement operations and be able to gain understanding of federal regulations related to airport police/fire, emergency medical, and airport operations.
5. Must have a demonstrated ability to read, interpret, implement and enforce complex laws, regulations and procedures.
 6. Must have the ability to identify, assess, and solve situations accurately and make recommendations based on sound, prudent judgment.
 7. Must possess a high degree of interpersonal skills, including verbal and written communications.
 8. Must have the ability to communicate effectively, both verbally and in writing, and to prepare written reports and record information using computer systems.
 9. Must possess a demonstrated ability to develop positive working relationships with employees, the general public, and other public safety agencies.
 10. Must have the ability to instruct, direct and evaluate employees/tenants to ensure compliance with various regulatory requirements.
 11. Must have the ability to earn confidence of employees; impart integrity, loyalty, confidentiality, professionalism, and follow-through.
 12. Must have the ability and willingness to effectively deal with diverse personalities and employee issues to include disciplinary procedures.
 13. Must be able to participate in on-call response for removal of snow/ice.
 14. Must be skilled, licensed and or certified to operate manual transmission large trucks, plows, tractors, equipment during snow removal operations.
 15. Ability to travel to attend training, meetings and conferences as required.
 16. Must be available to respond to airport situations 24 hours per day, 7 days per week as necessary. Work schedule may vary depending on department requirements.

Decision-Making: Develops portions of the annual budget. Plans and executes projects. Plans and directs meetings with staff, contractors/vendors and outside agencies on behalf of the Authority. Evaluates employees' performance and makes recommendations concerning the hiring, promotion and discipline of employees.

Authority: Make purchases on behalf of the organization in accordance with budget authorization and the requirements of the Authority's approved procurement procedures.