

Job Title:	Chief of Public Safety		
Reports to:	Director of Operations	Department:	Public Safety
FLSA Status:	Exempt	Position Classification:	Full-time
Supervises:	Public Safety Sergeants, Public Safety Officers	Date of Last Revision:	

**JOB SUMMARY:**

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

**Operations: Operations:** Directs and performs functions required for the Authority’s FAR Part 139 compliance

**Airport Rescue and Firefighting (ARFF):** Directs and manages the ARFF and safety drills which include mock disaster situations and emergency response.

**Snow/Ice Removal Duties:** Participates in on-call response for removal of snow/ice.

**ESSENTIAL TASKS, DUTIES & RESPONSIBILITIES:**

1. Directs and manages the Public Safety Department (Police, Fire/Rescue, First Responder, and Emergency Medical) functions on Airport Authority property.
2. Establishes Department goals, job assignments, work schedules, and responsibilities of the Public Safety Officers.
3. As Chief of the Public Safety Department, supervises the activities and training of Public Safety Sergeants and Officers
4. Serves as primary TSA Airport Security Coordinator, as required. Coordinates and maintains the Airport Security Plan in cooperation and in compliance with the TSA.
5. Ensures the department’s compliance with all Commonwealth of Virginia’s requirements for law enforcement and firefighting operations.
6. Establishes procedures and enforces compliance with Airport Rules and Regulations and Department Policies and Procedures. Ensures compliance with federal regulations related to airport operations; airport law enforcement, fire/rescue, and airport security (FAR Part 139 and FAR Part 1542).
7. 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 Airport Authority with responding agencies.
8. Manages department budget, controls expenditures, and makes recommendations for future department operational and capital budget requests.
9. Performs all of the essential functions listed in the Public Safety Officer’s job description.
10. 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 by TSA.

11. Assists Secret Service, FBI, the State Police, and other outside agencies when necessary with special events.
12. Member of the airport snow removal team which include driving snow removal equipment and supervises the snow removal team when needed
13. 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. Bending, stooping, dragging, lifting significant weight (heavy fire hoses, injured persons) while wearing heavy fire protective clothing and air packs/masks.
4. Climbing up and down stairs, ladders, and trucks.
5. 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 equally spent inside and outside and exposed to extreme weather (hot/humid, cold/ice/snow/rain). Exposed to loud noise due to aircraft and vehicle operations.

**Job Qualifications:**

1. Must successfully complete all required Fingerprint-based Criminal History Records Checks and employment background checks. Must be able to pass a pre-employment physical and drug test.
2. Bachelor of Science Degree in Law Enforcement and/or Fire Sciences, Business Administration, Public Administration, Justice Administration, Airport Management or closely related field, or, in lieu of the education requirement, a minimum of ten (10) years of work experience as a sworn Police Officer and/or Firefighter, with at least eight (8) of those years in a supervisory/command role overseeing other law enforcement officers or firefighters. Possession of Virginia Basic Law Enforcement Training certification is highly preferred. If applicant does not possess the Law Enforcement certification at time of hire, then must obtain the certification along with Virginia certification as Firefighter I and II and FAA Aircraft Rescue and Firefighting certification within six months of hire.
3. Working knowledge in assuring compliance with federal regulations related to airport police/fire, emergency medical, and airport operations preferred.
4. A demonstrated ability to develop positive working relationships with employees, the general public, and other public safety agencies.
5. Ability to identify, assess, and solve situations accurately and make recommendations based on

- sound, prudent judgment.
6. Possess a high degree of interpersonal skills, including verbal and written communications.
  7. Ability to earn confidence of employees; impart integrity, loyalty, confidentiality, professionalism, and follow-through.
  8. Maintain qualification for the use of firearms.
  9. Ability to communicate effectively, both verbally and in writing, and to prepare written reports and record information using computer systems.
  10. Ability to gather and analyze data from a variety of sources and make decisions accordingly.
  11. Demonstrated ability to read, interpret, implement and enforce complex laws, regulations and procedures.
  12. Ability and willingness to effectively deal with diverse personalities and employee issues, including disciplinary actions.
  13. Must be skilled, licensed and or certified to operate manual transmission large trucks, plows, tractors, equipment during snow removal operations.
  14. Ability to instruct, direct and evaluate employees.
  15. Ability to travel to attend meetings and conferences.
  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.
  17. Valid Virginia driver's license with driving record insurable by Authority's automobile liability carrier.