

Job Title:	Public Safety Officer
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Reports to:	Public Safety Sergeants	Department:	Public Safety
FLSA Status:	Non-Exempt	Position Classification:	Full-time
Supervises:	None	Date of Last Revision:	August 2018

JOB SUMMARY:

Law Enforcement: Performs law enforcement duties including patrol on foot and in vehicle of the airport to insure public protection.

Airport Rescue and Firefighting (ARFF): Participates in ARFF and safety drills which include mock disaster situations and emergency response.

Operations: Perform functions required for the Authority’s FAR Part 139 compliance

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

ESSENTIAL TASKS, DUTIES & RESPONSIBILITIES:

This description lists only the usual major job duties normally assigned to this position, but does not restrict the performance of other duties assigned by the supervisor.

1. Performs law enforcement duties including patrol on foot and in vehicle of the airport to insure public protection, proper use of facilities and adherence to federal, state, local and airport laws, rules and regulations. Assists and directs ground traffic, controls parking, investigates traffic accidents and abnormal situations on airport property. Takes appropriate action when necessary and fills out associated reports. Maintains five minutes (or applicable) response to law enforcement situations/requests for assistance. Maintains appropriate skill level for carrying/using firearms. Supports passenger pre-board screening process by responding quickly when summoned to the checkpoint for routine and emergency situations and when required takes the appropriate action. Maintains security identification system to ensure airport security requirements are met. Maintains current and updated knowledge of all rules, regulations and laws which pertain to the position (state and federal).
2. Performs fire and rescue duties to include operations of aircraft rescue and firefighting (ARFF) equipment and response in actual emergency situations. Participates in ARFF training and safety drills which include mock disaster situations and emergency response. Maintains a three minute (or applicable) response to ARFF alarms.
3. Performs FAR Part 139 airport safety inspections and engages in related activities to include the issuance of “Notice To Airmen (NOTAM)”. Oversees wildlife control in accordance with the Airport’s Wildlife Management Program.
4. Responds to medical emergencies.
5. Cleans, performs routine preventive maintenance checks, and provides oversight for the equipment used by the department, including but not limited to the firehouse, fire trucks, safety vehicles, and associated equipment.
6. Assists the general public and tenants, providing information as reasonably requested.
7. Enforces taxi and courtesy vehicle concession inspection requirements.
8. Assists the maintenance department when necessary.

9. Supplements Air Traffic Control Tower personnel in providing weather observations pursuant to FAR 135 and 121 operations.
10. Assists with snow removal operations which include driving snow removal equipment.
11. Assists Secret Service, FBI and the State Police when necessary with special events.
12. Provide inspections of airfield construction projects to ensure compliance with Part 139 requirements. Also provide assistance and guidance to contractors/vendors that are working on non-airfield construction projects/improvements.
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. Will also be required to operate plows, tractors, and other 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. 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. A high school diploma (or equivalent), and 1 semester and/or 15 hours of college level courses. Appropriate work experience may be considered in lieu of college requirements.
3. Will be required to successfully graduate from the Criminal Justice Center as a law enforcement officer certified to work in Virginia and will be required to successfully pass Aircraft Rescue & Firefighting certification within 12 months of hire date. Failure to receive and maintain either certification will result in dismissal.
4. Ability to read and interpret local, state and federal laws and regulations.
5. Ability to act calmly and quickly in emergencies and other critical situations.
6. Ability to understand and follow oral and written instructions.
7. Maintain qualification for the use of firearms.
8. Ability to maintain cooperative working relationship with public, employees and airport tenants.
9. Ability to perform manual and mechanical work under adverse conditions.
10. Must be skilled, licensed and or certified to operate manual transmission large trucks. Will also be required to operate plows, tractors, and other equipment during snow removal operations.

11. Good powers of memory and observation.
12. Excellent moral and integral character.
13. Good physical condition and strength.
14. Must possess valid Virginia driver's license with driving record insurable by Authority's automobile liability carrier.