

POSITION TITLE:	SECURITY & OPERATIONS INTERN
FLSA CATEGORY:	Non-Exempt
DIVISION:	Planning and Operations
IMMEDIATE SUPERVISORS (TITLE):	Director of Airport Operations

POSITION OBJECTIVES:

1. To assist in the coordination and implementation of processes and procedures necessary to ensure operational efficiency at Toledo Express Airport, including compliance with all rules and regulations of the Transportation Security Administration (TSA) and the Federal Aviation Administration (FAA), including 14 CFR Parts 77 and 139, and TSR Part 1542.
2. To assist in the coordination and performance of various functions and activities associated with the day-to-day operations/security of the Airport.

QUALIFICATIONS:

1. Currently enrolled in an aviation-related post-secondary degree program.
2. Valid driver license.
3. Satisfactory results on pre-employment and post-employment psychological and physical examinations (including urinalysis to determine unlawful use of drugs), and written and oral examinations, as administered by appropriate practitioners at the Port Authority's direction.
4. Satisfactory results on background investigation to obtain required airport credentialing.
5. Be insurable for the operation of motor vehicles.

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. In concert with Supervisor, coordinate and ensure compliance with Federal Aviation Regulation (FAR) 14 CFR Parts 77 (Objects Affecting Navigable Airspace) and 139 (Certification of Airports).
2. In concert with Supervisor, coordinate and ensure compliance with Transportation Security Regulation (TSR) Title 49 CFR Chapter XII Part 1542 (Airport Security).
3. In concert with Supervisor, coordinate the development and implementation of safety and security plans and procedures with the FAA, State and County public safety and emergency response agencies, Airport tenants and Port Authority employees for emergencies including aircraft incidents and accidents, structural fires, natural disasters and bomb threats.

4. Inspect airside, terminal and landside facilities to ensure safe operating conditions, respond appropriately to emergency situations, promptly report unsafe or non-compliant conditions, and issue work orders for corrective repair or preventative maintenance as necessary.
5. Review matters involving safety, security, certifications, and related matters which may impact airlines, passengers and tenants, and develop recommendations for improvement and/or compliance.
6. Assist with administrative functions, research, and policy interpretations.
7. Escort contractors and visitors within the secured portions of the Airport.
8. Perform other duties as assigned by the Airport Security Coordinator.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

Physical demands: While performing the duties of the job, the employee must be able to:

1. Effectively write, talk, see, and hear.
2. Operate telephone and computer systems.
3. Have full physical dexterity and agility.
4. Walk, stand, sit, push, pull, bend, stoop, squat, and stretch.
5. Must be able to operate motorized vehicles.

Work environment: While performing the duties of this position, the employee is exposed to various office and outdoor environments. Within the Airport Safety, Maintenance, and Terminal Buildings, the noise level in the work environment is usually moderate. Outside Airport buildings, the noise level may be loud. The employee may be exposed to the weather conditions prevalent at the time.

CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS OUTSIDE THE PORT:

1. Contractors and other visitors to the Airport.
2. Airport tenants and operators.

APPLICATION PROCEDURE:

Please apply by filling out the form on <http://www.toledoport.org/about/careers/>.

Questions? Please contact hr@toledoport.org or call 419-243-8251.