

# TOLEDO-LUCAS COUNTY PORT AUTHORITY

## POSITION DESCRIPTION

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| <b>POSITION TITLE:</b>               | <b>PUBLIC SAFETY OFFICER (Part Time)</b>                       |
| <b>FLSA CATEGORY:</b>                | Non-Exempt and subject to collective bargaining unit agreement |
| <b>DIVISION:</b>                     | Airport  |
| <b>IMMEDIATE SUPERVISOR (TITLE):</b> | Operations & Security Manager                                  |

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### POSITION OBJECTIVES:

1. To perform duties related to airport security and the safety and security of persons and facilities at the Eugene F. Kranz Toledo Express Airport
2. To perform duties consistent with TSA 1540/1542 and FAA Part 139 regulations, including assisting with aircraft emergencies and snow removal operations
3. To provide effective coordination with external Government Agencies as needed

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### QUALIFICATIONS:

1. Education: High School Diploma or equivalent
2. Certified law enforcement officer in the State of Ohio as determined by the Ohio Peace Officers Training Council, with two (2) years of law enforcement experience preferred. If not certified in the State of Ohio, must have the ability and willingness to obtain such certification
3. At least 21 years of age
4. No Criminal Record
5. Satisfactory results on psychological, physical (including urinalysis to determine unlawful drug usage), written and oral examinations
6. Satisfactory results on background investigation, including a Federal fingerprint-based criminal history background check
7. Must have or be able to obtain a valid State of Ohio Driver's license
8. Must be able to obtain a TOL-issued Security Identification Display Area (SIDA) badge with movement area privileges
9. Must be available for recall during non-duty hours for emergencies, snow removal, or other required duties
10. Be insured and maintain insurability for the operation of motor vehicles

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### SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Exercise authority consistent with the requirements of the position, remaining directly responsible for one's official actions
2. Comply with and enforce Airport rules and regulations, directives from higher management, local ordinances, and state laws, and support federal laws and regulations

3. Judiciously exercise the use of force commensurate with the situation at hand
4. Perform all duties in a manner which will reflect favorably upon the Safety Department, the Airport, and the Port Authority

### **Law Enforcement Responsibilities**

1. Enforce Federal, State, and local laws and regulations as a sworn Law Enforcement Officer in the State of Ohio
2. Act promptly upon the discovery of a crime to apprehend the offender, either through individual effort or by utilization of law enforcement resources. Conduct investigation of offenses, collect evidence and record data; aid in the identification, apprehension and prosecution of offenders
3. Provide surveillance and security of the entire Airport, including the terminal and other buildings and facilities, whether occupied by the Port Authority or its tenants.
4. Monitor and control Airport traffic and crowds
5. Provide first-class customer service to the public, tenants, and operators.
6. Assist in aircraft emergencies
7. Maintain departmental uniforms, equipment, and weapons in a functional, presentable condition, correcting and promptly reporting defects to the supervisor
8. Detect, report, and respond as appropriate to safety hazards
9. Perform all other law enforcement duties as assigned

### **Airport Operations Responsibilities**

1. Perform daily perimeter fence, terminal, and parking lot inspections in compliance with Federal Aviation Regulations and Transportation Security Association (TSA) Regulations
2. Perform daily Airport Operations Area (AOA) inspections including Runways, Taxiways, and Aprons for Part 139 discrepancies, Foreign Object Debris (FOD) and wildlife activity
3. Provide continuous surveillance of Airport property including, but not limited to, monitoring CCTV and Fire Alarm Systems, and patrolling Airport property
4. Provide escort in the aircraft movement areas when needed
5. Submit maintenance work orders based on observations and results of daily inspections
6. Monitor weather conditions and assist with coordination of snow removal operations.
7. Assist in monitoring construction and maintenance work activities in operational areas to promote a safe operating environment
8. Publish Notice to Air Missions (NOTAMs) as necessary
9. Report accurate Airfield Conditions
10. Engage in two-way radio communication
11. Maintain continuous situational awareness while on the airfield
12. Perform all other airport operations duties as assigned

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## **ESSENTIAL SKILLS AND EXPERIENCE**

1. The ability to think ahead
2. The ability to organize and multitask
3. The ability to quickly act in emergencies and other stressful or tense situations
4. Excellent interpersonal and communication skills
5. Strong team player with a high level of performance
6. Commitment to organizational values, vision, and mission
7. Computer literacy

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## CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS OUTSIDE THE PORT

1. General and traveling public
  2. Airport tenants and operators
  3. Government officials
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## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here represent the minimum expectations of a qualified Port Authority Public Safety Officer. Reasonable accommodations can be made for qualified applicants.

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

1. Effectively communicate;
2. Read, comprehend, and interpret documents such as safety rules, reports, procedures, rules, and regulations;
3. Operate telephone and computer systems;
4. Have full physical dexterity and agility;
5. Have good hand/eye coordination;
6. Walk, crawl, stand, sit, push, pull, bend, stoop, squat, stretch and lift up to 150 pounds;
7. Maintain physical requirements to perform law enforcement and emergency duties;
8. Use firearms and self-defense equipment based on department qualifications.
9. Climb ladders and stairs;
10. Operate motor vehicles;
11. Perform all the essential functions of the job outlined herein without creating a direct or indirect threat to the safety of oneself or others.

**Work Environment:** While performing the duties of this job, the employee is exposed to various indoor and outdoor environments. The employee may be exposed to the weather conditions prevalent at the time and may be exposed to dust, grease, noxious gas or fumes, extreme heat, humidity, excessive noise, and vibration. The employee may be required to work in confined spaces and at varying heights. The work may involve an element of personal danger.