

<b>GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Public Safety Lieutenant	<b>DATE:</b> 08/01/2015
<b>DEPARTMENT:</b> Public Safety	<b>GRADE/LEVEL:</b> 5 (non-exempt)

**Position Summary** (Primary Function)

On a shift schedule, is responsible for supervising and carrying out the duties and requirements of the Department of Public Safety by overseeing shift operations, including Airport Police, Aircraft Rescue and Firefighting, and emergency medical requirements for the Asheville Regional Airport. Position assists Public Safety Captain in planning and supervising Airport police and aircraft rescue and firefighting activities. Supervises and instructs Public Safety Officers (PSO), on a rotating shift basis, and carries out PSO duties.

**Position Responsibilities** (Essential Functions)

- Assists Public Safety Captain with administrative duties to include report preparation, planning, and scheduling.
- Supervise Public Safety Officers and ensure work assignments are completed in a timely manner.
- Supervises a shift of Public Safety Officers and directs airport police, aircraft rescue firefighting, and emergency medical response activities until relieved.
- Patrol airport terminal, parking lots, and airport perimeter to verify travelers and other visitors are safe on airport grounds.
- Investigates suspicious activity or complaints by following city, state, any other applicable laws and ordinances.
- Directs traffic and enforces parking laws.
- Completes appropriate paperwork to document incidents investigated, charges filed, or arrests made.
- Recognizes dangerous articles or explosives and takes appropriate action when encountered.
- Responds to reports of fire on aircraft or on airport grounds. Removes individuals from crashed or burning aircraft by emergency exits, or makes opening for rescue. Operates aircraft rescue and firefighting apparatus.
- Provides emergency medical treatment to the injured.
- Participates in regular training and reads periodicals to stay abreast of changes in the law, improve ability to fight fire and treat the injured, and practice for potentially life threatening emergencies.
- Confers with Public Safety Captain regarding performance evaluations and disciplinary action.
- Maintain current knowledge of Asheville Regional Airport regulations and safety procedures.
- Performs other duties as assigned and/or needed.

**Education Requirements** (Evaluation Factors: Skills, Knowledge, Experience, Ability)

- High school diploma or equivalent.
- General computer skills.
- Ability to use independent judgment and immediate decision making.
- Excellent communication and interpersonal skills are required.



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### **Experience Requirements**

- Experience with paid or volunteer fire departments, or formal fire training.
- At least 3 years of experience in law enforcement and firefighting.
- At least 2 years of experience in an Airport law enforcement setting is preferred.

### **Supervisory Responsibility**

- Supervises a crew of Public Safety Officers and Fire Fighters.
- May be responsible for acting as the highest ranking representative of the Authority during after hours, holiday and weekend time periods until relieved.

### **Licenses Required**

- Valid North Carolina Driver's License.

### **Certifications Required**

- North Carolina law enforcement certification.
- Aircraft rescue firefighter (ARFF) certification under FAR Part 139 or obtained shortly after hire.
- NIMS certification – or obtained shortly after hire.
- Emergency Medical Technician and CPR certification or obtained shortly after hire.

### **Latitude/Independent Judgment/Accuracy**

- The Public Safety Lieutenant establishes workflow for the position.
- Diligence must be exercised when handling confidential information.
- Reasonable care for equipment/process will prevent injury/damage.
- Responsible for own work, but must coordinate work with others.

### **Other Requirements**

- Must be able to complete and pass a background investigation as required by the Federal Government.
- Complete a written test, oral review board & psychological evaluation.
- Must maintain physical fitness in compliance with departmental "fit for duty" requirements.

### **Working Conditions**

- Must be able to lift an amount of weight consistent with the duties of a Firefighter and a Police Officer.
- Requires continuous walking, standing, and some running, bending, and carrying.
- Potential exposure to fire, chemical spills, blood borne pathogens, and armed suspects.
- Likely exposure to life threatening situations, such as gunfire, burning aircraft and structures.
- Shift schedule requires sleeping on premises and being available to work 24 hour shifts, including weekends, holidays and call back
- The wearing of personal protective equipment is required.



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**APPROVAL SIGNATURES:**

_____	Date: _____
Director of Administration	
_____	Date: _____
Department Director	
_____	Date: _____
Deputy Executive Director Development & Operations	
_____	Date: _____
Executive Director	