

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
POSITION TITLE: Public Safety Captain	DATE: 06/06/2014
DEPARTMENT/TITLE OF SUPERVISOR: Public Safety Chief	GRADE/LEVEL: 6 (Exempt)

Position Summary (Primary Function)

Oversee all daily activities of the Department of Public Safety. Ensures policies, regulations, and requirements of the Airport and government agencies are in compliance. Oversees training and recordkeeping for Law Enforcement and Firefighting personnel, investigates complaints, and ensures records are properly maintained. Acts as second in command and serves as the department head in the Chief's absence. Works in close conjunction with the Public Safety Chief.

Responsibilities (Essential Functions)

- Creates, schedules and issues job assignments for Duty Crews to ensure day to day operations.
- Review documentation such as police reports, log sheets, ARFF reports and other reports. Insures completion and recordkeeping in accordance with GARAA standards.
- Assure departmental compliance with all applicable OSHA and EPA requirements. Maintain control of hazardous chemicals, substances, and waste within area of responsibility.
- Conduct performance reviews. Recommend employee status changes to include hiring, termination, promotion, and salary changes.
- Maintain current knowledge of all Asheville Regional Airport regulations relating to areas of responsibility.
- Ensures compliance with all applicable Federal and State regulations for DPS.
- Acts as an Assistant Airport Security Coordinator and oversees the Airport Security Program.
- Assist with management and implementation of the Airport Emergency Plan.
- Acts as the Assistant Terminal Agency Coordinator for the NC DCI system.
- Oversees all investigative matters that are not left to the originating officer.
- Oversees training, certification compliance, recertification, and various travel within the department.
- Performs Law Enforcement, Firefighting, Aircraft Rescue and Firefighting and Emergency Medical Response duties.
- Performs Incident Command Functions.
- Any and all other duties as assigned.



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

- Associate's degree or higher in Criminal Justice, Law Enforcement or Fire Science with a minimum of 2 years in a supervisory position, or in lieu of education requirement, 4 years of supervisory experience in a related field.

Experience Requirements

- A minimum of 5-7 years work experience in a law enforcement and/or firefighting capacity. Extensive knowledge of airport operations, aircraft rescue and firefighting, emergency medical services, and incident command procedures.

Special Knowledge, Skills and Abilities

- Detailed knowledge and familiarity with FAR Part 139 and TSAR 1542.
- Ability to obtain and maintain all required security clearances required.
- Thorough knowledge and familiarity with police, aircraft rescue and firefighting procedures, practices and methods, and the ability to supervise and direct same on a routine basis.
- Working knowledge of computer systems and common software, including Microsoft Word, Excel, Power Point, Outlook and others.
- Must pass initial and random drug screening and background investigation.
- Ability to operate professionally and effectively in high pressure situations.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Must pass airfield driver training program and proficiently operate motor vehicles, apparatus and other equipment within the secured portions of the airport facility and Movement Areas.
- Ability to establish and maintain good and effective working relationship with other employees.
- Detailed knowledge of the National Incident Management System (NIMS), including Incident Command System (ICS), and the ability to activate and carry out the required functions of the program during an emergency situation.
- Fit for duty pertaining to policies and regulations. Must be able to perform the duties and functions required by Law Enforcement Officers, Firefighters, and Emergency Medical Technicians.
- Excellent written and verbal communication skills. Excellent interpersonal skills.
- This position requires the ability to act independently and with good judgment.

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Supervisory Responsibility

Responsible for supervising the day-to-day operations of the Public Safety Department, including Lieutenants, Public Safety Officers and Firefighters. Delegates duties and responsibilities as appropriate.

Certifications Required

- Basic Law Enforcement Training (BLET) certification in North Carolina or other jurisdiction recognized by the State of North Carolina.
- Federal Aviation Administration Aircraft Rescue Firefighter 40 hour basic course certification.
- Firefighter II certification.
- EMT certification in North Carolina, or another jurisdiction recognized by the State of North Carolina.
- National Incident Management System (NIMS) course completion/certifications through ICS 400.

Latitude/Independent Judgment/Accuracy

The Public Safety Captain works with general direction from the Public Safety Chief and operates with a great degree of individual latitude. He/she utilizes independent judgment in making decisions on a routine basis involving all facets of Public Safety operations, and is responsible for making decisions based upon sound judgment, knowledge of organizational policies and procedures, and with a high degree of accuracy.

Working Conditions

The position works in a variety of settings, environments and climates. Must be available to work or be on call 24 hours per day and work additional hours when required for routine or emergency situations. Requires frequent movement from one work location to another over uneven and varying surfaces. Must possess tolerance to standing, sitting and highly physical activities. Conditions may require extremely hazardous situations involving fire, chemical or criminal activity, and is subject to loud noises. May encounter extreme stress, and the requirement to make life and death decisions. Must be able to wear appropriate personal protective clothing and equipment under hazardous conditions, including the use of SCBA.

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APPROVAL SIGNATURES:

_____ Date: _____
Director of Administration

_____ Date: _____
Department Director

_____ Date: _____
Deputy Executive Director
Development & Operations

_____ Date: _____
Executive Director

