

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
Position Title: Public Safety Officer	DATE: 12/15/10
DEPARTMENT/TITLE OF SUPERVISOR: Department of Public Safety/Public Safety Chief	GRADE/LEVEL: 4

Job Summary (Primary Function)

Responsible for the combined duties of aircraft rescue and fire fighting (ARFF), emergency medical response, and law enforcement. This position requires working well in an emergency situation and must exercise independent judgment, discretion, and initiative in completing assignments and handling difficult public contact situations requiring considerable tact and knowledge of airport policies, procedures, and programs. Performs other duties as assigned by the Public Safety Chief, Captain, and/or on-duty Lieutenant.

Job Responsibilities (Essential Functions)

- 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 fire extinguishers.
- 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.
- Maintain current knowledge of Asheville Regional Airport regulations and safety procedures.

Working Conditions

- Exposed to life threatening situations, such as gunfire, burning aircraft and structures.
- Physical Demand - Use of personal protective equipment is required. Exposed to heat, cold, rain and snow in a noisy environment. Must possess the ability to perform strenuous physical activities such as lifting heavy equipment, lifting and carrying people and equipment for rescue and salvage, engage in sustained physical exertion and perform arduous work under adverse conditions and maintain physical fitness pertinent to the work.
- Mental and/or Visual Demand - Mental and visual demands are high and vary with function performed. Consistent mental attention needed to respond safely and efficiently.
- Attentiveness to work procedure will reduce potential risk of injury in work areas.
- Exposed to normal office environment and normal industrial environment.
- This position requires uncommon tours of duty to include but not limited to weekends and holidays, rotating shift assignments and overtime duty.
- Will be subject to recall after normal duty hours.



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

- High School Diploma or GED required.
- Excellent verbal and written communication skills.
- Proficiency in the use of a personal computer is necessary, including skills in Microsoft Word, Excel, PowerPoint, Access, or Windows.
- This position requires skills in prioritization, organization, verbal communications and interpersonal relations, and the ability to manage multiple projects simultaneously.

Experience Requirements

- Experience with paid or volunteer fire department, or formal fire training preferred.

Supervisory Responsibility

- None at this time

Licenses Required

- Valid North Carolina Driver's License

Certifications Required

- North Carolina law enforcement certification.
- Emergency Medical Technician or obtained shortly after hire.

Latitude/Independent Judgment/Accuracy

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

APPROVAL SIGNATURES:

_____ Date: _____
Department Director

_____ Date: _____
Director of Administration

_____ Date: _____
Deputy Executive Director,
Development & Operations

_____ Date: _____
Executive Director

