

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION

POSITION TITLE: Public Safety Officer – Training Officer	DATE: 06/22/2022
DEPARTMENT/TITLE OF SUPERVISOR: Public Safety/Public Safety Captain	GRADE/LEVEL: 18 (Non-Exempt)

Position Summary (Primary Function)

Under general supervision of the Public Safety Captain, is responsible for planning, coordinating, scheduling, and documenting all training for Department of Public Safety (DPS) personnel. Develops, implements, and supervises a comprehensive Aircraft Rescue and Fire Fighting (ARFF), Emergency Medical Services (EMS), and law enforcement training curriculum in compliance with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), North Carolina Criminal Justice Training and Standards, Greater Asheville Regional Airport Authority (GARAA), and other regulatory agencies. As necessary, responsible for the combined duties of ARFF, emergency medical response, and law enforcement. This position requires considerable knowledge of departmental directives, ARFF, emergency medical care, law enforcement and Microsoft Office products. Performs other duties as assigned by the Public Safety Chief, Public Safety Captain, and/or on duty Public Safety Lieutenant.

Responsibilities (Essential Functions)

- Assign and register DPS personnel for training through a recognized school, training center, or training offered by the GARAA.
- Must ensure that all personnel attend required training, and coordinate with recognized schools, training centers, agencies and/or the GARAA.
- Maintain knowledge of and compliance with GARAA and regulatory agencies mandatory training schedule.
- Properly maintain training records for all DPS personnel.
- Maintain current knowledge of GARAA regulations and safety procedures.
- As necessary, is required to 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.
- Will conduct periodic, daily, and as necessary, continuous inspections of runways, taxiways, and other airport facilities to ensure that the airport is operating within the guidelines of FAA requirements and the Airport Certification Manual (ACM).



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- Performs other duties as assigned and/or needed.

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

- High school diploma or equivalent.
- Associate degree or higher in Criminal Justice, EMS, or Fire Science is preferred.

Experience Requirements

- Two (2) years of experience in training required.
- Five (5) years as a sworn law enforcement officer.
- Experience as a paid or volunteer firefighter, or formal fire training is preferred.

Supervisory Responsibility

- None at this time.

Licenses Required

- Valid North Carolina or surrounding state driver license.

Certifications Required

- Current North Carolina law enforcement certification.
- Current North Carolina Emergency Medical Technician – Basic (or higher) or National Registry of Emergency Medical Technicians – EMT (or higher)
- One or more of the following:
 - North Carolina Law Enforcement General Instructor
 - Accredited Fire Service Instructor
 - North Carolina Office of Emergency Medical Services Instructor
- NIMS/ICS certifications in accordance with GARAA Organizational Directive for Incident Command Training for AVL Staff.
- Aircraft Rescue Fire Fighting (ARFF) certification under FAR Part 139 or obtained within three (3) months of hire.
- DCI/NCIC certification or to be obtained within twelve (12) months of employment.

Latitude/Independent Judgment/Accuracy

- The Public Safety Captain 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.



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- Proficiency in the use of a personal computer is necessary, including skills in Microsoft Office products.
- This position requires skills in prioritization, organization, verbal communications and interpersonal relations, and the ability to manage multiple projects simultaneously.
- 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 law enforcement officer, firefighter, and EMT.
- 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 firefighting 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.
- Potential exposure to fire, chemical spills, blood borne pathogens, and other hazards.
- Must be able to lift an amount of weight consistent with the duties of a Firefighter.
- Requires continuous walking, standing, and some running, bending, and carrying.
- Likely exposure to life threatening situations such as gunfire, burning aircraft and structures.
- This position may require uncommon tours of duty to include, but not limited to, weekends, holidays, rotating shift assignments and overtime duty.
- Shift schedule may require sleeping on premises and being available to work 8-, 12- or 24-hour shifts, including weekends, holidays and call back.
- Will be subject to recall after normal duty hours.
- The wearing of personal protective equipment is required.