

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION

POSITION TITLE: Public Safety Officer	DATE: 07/01/2024
DEPARTMENT/TITLE OF SUPERVISOR: Public Safety/Public Safety Lieutenant	GRADE/LEVEL: 18 (Non-Exempt)

Position Summary (Primary Function)

On a shift schedule, is responsible for the combined duties of aircraft rescue and firefighting (ARFF), emergency medical response, and law enforcement. Work requires the performance of hazardous tasks under emergency conditions which may include strenuous exertion. 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, Deputy Chief, Captain, and/or on-duty Lieutenant.

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.
- Within a prescribed timeframe, completes appropriate paperwork to document incidents, investigations, charges filed, or arrests made.
- Recognizes potentially dangerous articles or explosives and takes appropriate action when encountered.
- Serves as a member of a firefighting crew by operating apparatus, hose lines and/or turrets, aircraft and building evacuations, forced entries into aircraft or vehicles, raises and climbs ladders, and uses chemical extinguishers, bars, power tools, and other equipment in performing firefighting and rescue duties.
- Responds to a variety of aircraft related emergencies including standby details for in-flight situations including aircraft equipment problems and homeland security threats, crash of commercial, civilian, or military aircraft, in-flight or ground hazardous materials incidents, fuel spills, and special maintenance or other safety related requirements.
- Responds to a variety of medical emergencies, including sudden illness, personal injury accidents, accidents with machinery, and motor vehicle accidents; administers cardiopulmonary resuscitation, automated external defibrillation, and uses other medical equipment and procedures in providing emergency medical care in accordance to level of training and local protocols.
- Participates in regular required 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).
- Responsible for maintaining confidential information.



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- Will inspect airport facilities to gain compliance with airport rules and regulations, FAA regulations, and life safety issues and become familiar with the building contents and the surrounding areas.
- Performs general maintenance work in the upkeep of the Public Safety Building including cleaning, washing, painting, and testing of fire hose, and the cleaning and maintaining of fire apparatus and equipment.
- Staffing of the Airport Communications Center which includes receiving incoming telephone calls and visitors, answering questions as appropriate and/or directing them to the appropriate party.
- Will be responsible for answering emergency phone lines and dispatching staff and crew as appropriate and request mutual aid assistance as appropriate using radio network system.
- Maintains station logs and radio dispatch logs.
- Operates Access Control System.
- Performs other duties as assigned and/or needed.

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

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

Experience Requirements

- Experience as a sworn law enforcement officer is preferred.
- Experience as a paid or volunteer firefighter, or formal fire training is preferred.

Supervisory Responsibility

- None.

Licenses Required

- Valid state driver's license.

Certifications Required

- North Carolina Basic Law Enforcement Certification.
- Aircraft Rescue Fire Fighting (ARFF) certification under FAR Part 139 or obtained within three (3) months of hire. Training will be provided by the airport.
- North Carolina Emergency Medical Technician – Basic (EMT) certification or obtained within twenty-four (24) months of hire.
- Must maintain physical fitness in compliance with departmental "fit for duty" requirements.



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- NIMS/ICS certifications in accordance with GARAA Organizational Directive for Incident Command Training for AVL Staff.
- DCI/NCIC certification within twelve (12) months of hire.

Latitude/Independent Judgment/Accuracy

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

Other Requirements

- Must be able to complete and pass a background investigation as required by the Federal Government and the North Carolina Criminal Justice Training and Standards Commission.
- 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.
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Working Conditions

- Must be able to lift an amount of weight consistent with the duties of a Firefighter, an EMT, and a Police Officer.
- Requires continuous walking, standing, and some running, bending, and carrying.
- 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.
- Exposed to normal office environment and normal industrial environment.
- 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.
- This position requires uncommon tours of duty to include but not limited to weekends, holidays, rotating shift assignments and overtime duty.

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- Shift schedule may require sleeping on premises and being available to work 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.

APPROVAL SIGNATURES:

_____ Date: _____
Department Head

_____ Date: _____
Vice President of Administration and HR

_____ Date: _____
Chief Operations Officer

_____ Date: _____
President and CEO