

# **GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Police Captain	<b>DATE:</b> 04/06/2026
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Public Safety/Public Safety Deputy Chief	<b>GRADE/LEVEL:</b> 22 (Exempt)

### **Position Summary** (Primary Function)

Under general supervision of the Public Safety Deputy Chief, is responsible for planning, coordinating, scheduling, and documenting all law enforcement training for Department of Public Safety (DPS) law enforcement personnel. Develops, implements, and supervises a comprehensive law enforcement training curriculum in compliance with the North Carolina Criminal Justice Education and Training Standards Commission, Greater Asheville Regional Airport Authority (GARAA), and other regulatory agencies. Investigates complex crimes and conducts background investigations. As necessary, responsible for the duties of an airport law enforcement officer. This position requires considerable knowledge of departmental directives, Standard Operating Guidelines (SOGs), laws, ordinances, rules, and regulations. Performs any other duties as assigned.

### **Responsibilities** (Essential Functions)

- Assists the Public Safety Deputy Chief with administrative duties to include report preparation, planning, and scheduling.
  - In coordination with the on-duty Public Safety Lieutenant, creates training schedules for on-duty law enforcement personnel and ensures that daily training is completed.
  - Confers with the Public Safety Deputy Chief and Public Safety Lieutenants regarding law enforcement officer performance evaluations and disciplinary action.
  - Ensures departmental compliance with all applicable Transportation Security Administration (TSA) Airport Security Program (ASP) requirements.
  - Ensures compliance with, and execution of, law enforcement responsibilities as defined in the Authority's Airport Emergency Plan, approved by the Federal Aviation Administration.
  - Oversees all investigative matters that are not assigned to the originating officer.
  - Assigns and registers DPS law enforcement personnel for training through a recognized school, training center, or training offered by the GARAA.
  - Ensures that all personnel attend required training, and coordinate with recognized schools, training centers, agencies and/or the GARAA.
  - Maintains knowledge of and compliance with GARAA and regulatory agencies mandatory training schedule.
  - Oversees all law enforcement training, certification compliance, recertification, and necessary travel for DPS law enforcement officers.
  - Maintains current knowledge of GARAA regulations and safety procedures.
  - Completes appropriate paperwork to document training or calls for service
  - Participates in regular training and reads periodicals to stay abreast of changes in regulations, improve ability to fight fire and treat the injured, and practice for potentially life-threatening emergencies.
  - Conducts 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).
  - Performs Incident Command functions.
  - Performs other duties as assigned and/or needed.
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## **Education Requirements** (Evaluation Factors: Skills, Education, Experience, Ability)

- High school diploma or equivalent.
- Associate degree or higher in Emergency Management or Criminal Justice is preferred.

## **Experience Requirements**

- A minimum of 3 years of law enforcement supervisory experience is required.
- At least ten (10) years of recent law enforcement experience is preferred.
- Work at a commercial service airport holding a FAR Part 139 Operating Certificate is preferred.

## **Special Knowledge, Skills, and Abilities**

- Detailed knowledge and familiarity with FAR Part 139 and CFR Part 1542.
- Ability to obtain and maintain all required security clearances required.
- Thorough knowledge and familiarity with law enforcement practices and methods, and the ability to supervise and direct personnel 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.
- Must be able to perform the duties and functions required by law enforcement officers and Emergency Medical Technicians.
- Excellent written and verbal communication skills; excellent interpersonal skills.
- This position requires the ability to act independently and with good judgement.

## **Certifications Required (or completed within a specified timeframe)**

- North Carolina Basic Law Enforcement Training (BLET).
  - The following are preferred certifications. They are required for advancement:
    - Current North Carolina Emergency Medical Technician – Basic (or higher) or National Registry of Emergency Medical Technicians – EMT (or higher)
    - Aircraft Rescue Fire Fighting (ARFF) certification under FAR Part 139.
    - IFSAC or other Accredited Firefighter Certification.
    - Aircraft Rescue Fire Fighter 40-hour basic certification.
  - 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.
- Intermediate Law Enforcement Officer certification preferred.
- North Carolina Field Training Officer Certification or obtain within one (1) year.
- North Carolina Law Enforcement General Instructor Certification or obtain within one (1) year.

### **Supervisory Responsibility**

- Supervises Public Safety Lieutenants.
- In conjunction with the on-duty Public Safety Lieutenant plans and schedules law enforcement training for on-duty law enforcement personnel.

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

The Police Captain works under the direction of the Public Safety Deputy Chief. The Police Captain utilizes independent judgment in planning for and conducting training exercises. The Police Captain is responsible for making decisions based on sound judgment, knowledge of applicable rules, regulations, standards, organizational policies and procedures, and with a high degree of accuracy.

### **Working Conditions**

This 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 gunfire, criminal activity, and loud noises. May encounter extreme stress, and the requirement to make life and death decisions.

