

ROANOKE REGIONAL AIRPORT COMMISSION
Job Description

Job Title: Public Safety Officer	Updated: August, 2016
Department: Public Safety	FLSA Status: Non-Exempt
Reports to: Public Safety Captain	

Posting: 17-007 January 24, 2018 – Until Filled. First review of apps 02/16/18

JOB SUMMARY:

Performs duties related to Airport Law Enforcement and Security, Aircraft Rescue Fire Fighting (ARFF), and Emergency Medical Responder/First Responder (EMR/FR) services at the Roanoke-Blacksburg Regional Airport and real property owned by the Roanoke Regional Airport Commission (“Commission”). Duties include, but are not limited to: (i) the delivery or facilitation of law enforcement and security services as appropriate or required by federal, state and local authorities, (ii) the delivery of ARFF services as required by the Federal Aviation Administration (FAA), and (iii) provide immediate basic medical assistance consistent with training in the mitigation of life threats or injuries until more highly trained personnel are available.

ESSENTIAL JOB FUNCTIONS:

AIRPORT LAW ENFORCEMENT

General: Provide professional Law Enforcement and Security services at the Roanoke-Blacksburg Regional Airport (ROA) and other real property owned by the Roanoke Regional Airport Commission; support the U.S. Department of Homeland Security and the Transportation Security Administration as required by federal laws, regulations or directives.

1. Through initial and recurrent training, develops and maintains competence in enforcing Title 49, Code of Federal Regulations (CFR), Parts 1520, 1540, 1542, and the federally-approved Airport Security Plan (ASP).
2. Provides Law Enforcement and Security support as required by Title 49, CFR, Parts 1520, 1540, and 1542;
3. Performs patrols (foot or vehicle) which are intended to prevent and detect criminal

activity OR violations of Commission Rules, TSA Security Directives, or the Airport's ASP;

4. Inspects persons, property, and facilities as required by TSA Security Directives and the Airport's ASP;
5. Through initial and recurrent training, obtains and maintains competence in the use of the Computer Based Access Control System (CBACS) and the Closed Circuit Television (CCTV);
6. Provides initial Law Enforcement response to calls for service on Commission-owned property;
7. Apprehends, detains, arrests, and/or issues summons to criminal suspects, as appropriate;
8. Monitors and manages large crowds to ensure compliance with Commission rules and compatibility with ongoing airport activity;
9. Through initial and recurrent training, obtains and maintains competence in the use of information and communication hardware and software such as computers, smart phones, and online training, and base, portable and mobile radios;
10. Coordinates resources with local, state and federal authorities to mitigate criminal or terror threats involving Commission assets or to facilitate significant activities;
11. Completes Incident Reports with regard to specific events, i.e. Vehicle Accidents, Theft, ASP violations, Dignitary Protection, Injuries, etc.;
12. Processes Lost and Found items;
13. Written and Oral communications are clear, concise, complete, and understandable;
14. Actions and deeds are positive and supportive, never discriminatory or influenced by inappropriate or controversial biases;
15. Inspects Commission property for safety deficiencies, taking corrective action as appropriate;
16. Utilizes available Personal Protective Equipment (PPE) when appropriate such as Eye and Ear protection, vehicle seatbelts, and winter weather clothing;
17. Wears personal ballistic body armor at all times while in uniform as required by Division guidelines;
18. This position is classified as essential personnel particularly during the winter weather season. During inclement weather, will assist primarily with reporting weather related issues discovered during patrol and ensuring the security and safety of the airport complex. Will perform other related assignments as necessary and will remain in-service for emergencies, and
19. Performs other duties as may be assigned.

AIRCRAFT RESCUE & FIRE FIGHTING (ARFF)

General: Provide Aircraft Rescue and Fire Fighting services and support for the Airport's Public Safety Department. Operate firefighting apparatus combating and extinguishing fires involving or threatening aircraft as necessary.

1. 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 other emergency calls as appropriate;
2. Assists with clean up and recovery operations at aircraft crash sites;
3. Operates ARFF vehicles, apparatus, hose lines and/or turrets; assists with aircraft evacuations and forced entries into aircraft; raises and climbs ladders, uses chemical fire extinguishers, hand tools, power tools, and other equipment in performance of ARFF duties;
4. Follows established procedures for handling, removal and disposition of hazardous material;
5. Performs runway inspections to ensure proper conditions as required by Title 14, CFR, Part 139. Conducts facility fire extinguisher inspections;
6. Conducts fire safety education as appropriate;
7. Participates in group and individual training and drill sessions related to ARFF services as required by Title 14, CFR, Part 139;
8. Actions and deeds are positive and supportive, never discriminatory or influenced by inappropriate or controversial biases;
9. Utilizes available Personal Protective Equipment (PPE) when appropriate such as Eye and Ear protection, appropriate hand protection, SCBA, vehicle seatbelts, firefighter turnout gear, etc.;
10. Performs limited maintenance work on ARFF Station, vehicles and equipment;
11. This position is classified as essential personnel particularly during the winter weather season. During inclement weather, will assist primarily with reporting weather related issues discovered during patrol and ensuring the security and safety of the airport complex. Will perform other related assignments as necessary and will remain in-service for emergencies, and
12. Performs other duties as may be assigned.

BASIC EMERGENCY MEDICAL RESPONDER/FIRST RESPONDER (EMR/FR)

General: Address and attend to immediate life threats and injuries at the Roanoke-Blacksburg Regional Airport (ROA) and other real property owned by the Roanoke Regional Airport Commission until more highly trained personnel, i.e. Emergency Medical Technician, Paramedic, etc. are available.

1. Performs emergency medical services as required by Title 14, CFR, Part 139.319 (Aircraft Rescue and Fire Fighting—Operational Requirements);
2. Responds to a variety of medical emergencies, including sudden illness, personal injury accidents, accidents with machinery, and motor vehicle accidents;
3. Administers first-aid treatment, cardiopulmonary resuscitation, automated external defibrillation, and uses other medical equipment and procedures in providing basic medical assistance consistent with training in the mitigation of life threats or injuries until more highly trained personnel are available;
4. Participates in group and individual training and drill sessions related to ARFF and emergency medical care as required by Title 14, CFR, Part 139;
5. Monitors communication equipment to maintain contact with dispatcher;
6. Removes or assists in removal of victims from scene of accident or catastrophe;
7. Assesses nature and extent of illness or injury, or magnitude of catastrophe, in determining specific first aid procedures to be followed or the need for additional assistance;
8. Actions and deeds are positive and supportive, never discriminatory or influenced by inappropriate or controversial biases;
9. Utilizes available Personal Protective Equipment (PPE) when appropriate such as Eye and Ear protection, blood-borne and airborne pathogen protection, vehicle seatbelts, etc.;
10. Performs limited maintenance work on emergency vehicles and medical equipment;
11. This position is classified as essential personnel particularly during the winter weather season. During inclement weather, will assist primarily with reporting weather related issues discovered during patrol and ensuring the security and safety of the airport complex. Will perform other related assignments as necessary and will remain in-service for emergencies, and
12. Performs other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to follow specific verbal and written instructions and pay attention to detail
REQUIRED;
2. Excellent oral and written communication, organizational, and interpersonal skills
REQUIRED;
3. Basic knowledge and functional capability in the use of PC-based computers, word processing, spreadsheets and presentation software and operating systems
REQUIRED;

4. Knowledge and competency in Aircraft Rescue and Fire Fighting, and firefighting and fire-prevention methods related to aircraft emergencies PREFERRED, and
5. Knowledge and competency in the operation and maintenance of firefighting and medical equipment and apparatus PREFERRED.

TRAINING, EDUCATION AND EXPERIENCE:

1. High School diploma or equivalent REQUIRED;
2. Certification as a Law Enforcement Officer through the Virginia Department of Criminal Justice Services OR as a Firefighter 2 through the Virginia Department of Fire Programs PREFERRED
2. Associate Degree in Criminal Justice, Fire Science or Emergency Services Management PREFERRED;
3. 3 years of experience in Law Enforcement with a local, state, or federal police or sheriff's department PREFERRED, and
4. 3 years of experience in Fire Service and Emergency Services PREFERRED.

SPECIAL REQUIREMENTS:

Candidates must be at least 21 years of age.

1. Must have and maintain eligibility to possess a firearm;
2. Must meet and maintain TSA security requirements for unescorted access to the Airport's Security Identification Display Area(s) (SIDA), Sterile Area, and Airport Operations Area(s) (AOA);
3. Must qualify and re-qualify to Virginia Department of Criminal Justice Services standards with all firearms and weapons systems.
4. Within 12 months of hire date (*time frame may be extended by the Commission due to Academy scheduling and availability*), become certified through the Virginia Department of Criminal Justice Services as a Law Enforcement Officer **REQUIRED**;
5. Maintain Virginia Department of Criminal Justice Services requirements for Law Enforcement Certification **REQUIRED**;
6. Within 12 months of hire date (*time frame may be extended by the Commission due to course scheduling and availability*), become certified in **Aircraft Rescue and Fire Fighting** as required by Title 14, CFR, Part 139 **REQUIRED**;
7. Within 12 months of hire date (*time frame may be extended by the Commission due to Course scheduling and availability*), become certified through the Virginia Office of Emergency Medical Services as an **Emergency Medical Responder/First Responder or higher certification** **REQUIRED**;
8. Will be required to stay in the appropriate physical condition to be able to perform all duties safely during the employment period and successfully pass a Commission established pre-employment and annual physical agility test;
9. Ability to work weekends, holidays, evening or night hours, and extended hours;
10. Must have or promptly obtain, and present, a valid Virginia driver's license issued in accordance with state/local laws;

11. Must maintain a driving record acceptable to the Commission and the Commission's insurance carrier(s);
12. This position is classified as "ESSENTIAL PERSONNEL";
13. Must be available and willing to travel on Commission business;
14. Must successfully complete a pre-employment medical examination, B.A.T., and drug screening;
15. Must undergo a multi-facet background investigation, and
16. *Failure to obtain and/or retain required certifications in Law Enforcement, Aircraft Rescue and Fire Fighting, and/or Emergency Medical Responder/First Responder within 12 months of date of hire MAY be grounds for immediate termination.*

PRE-EMPLOYMENT PHYSICAL AGILITY:

Must pass an initial and annual physical agility testing consisting of elements similar to those listed below:

Details of each element in the agility test are documented will be provided as appropriate.

1. Ditch jump
2. Gun drill
3. Hose carry
4. Ladder raise
5. Ladder climb
6. Hose hoist
7. Saw carry

PHYSICAL, DEMANDS AND WORK ENVIRONMENT:

This position requires the ability to work in inclement weather; extreme heat and cold on occasion and ability to work in confined spaces and/or high spaces; climbing ladders, scaffolding, etc. This position is subject to: work with exposure to toxic chemicals on occasion and noxious chemicals on a regular basis; occasional exposure to blood borne pathogens or bodily fluids and extreme noise and hazards such as proximity to moving or mechanical parts, moving vehicles, electric current, etc. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, lift, carry, push, pull, climb, balance, walk and/or run. Must be physically fit and be able to defend one's self from attack or physical assault. Must be able to restrain, lift and/or carry adults of varying weights.

See Summary of Physical, Sensory, Environmental, and Mental Requirements.

COMPENSATION:

Pay range for this position begins at **\$37,500**. The starting pay adjusts according to candidate's current certifications (Preferred).

Note: *This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such as individual may be given.*

Physical, Sensory, Environmental and Mental Requirements are listed below.

Summary Of Physical, Sensory, Environmental and Mental Requirements Needed To Perform Essential Job Duties

Job Title: Public Safety Officer

A. PHYSICAL REQUIREMENTS

1. **Lifting:**
Up to 50 lbs.
2. **Carrying:**
Up to 50 lbs.
3. **Pushing:**
Up to 50 lbs.
4. **Pulling:**
Up to 150 lbs. for 30 feet
5. **Use of Equipment:** Firearms, computer, software (Word, Excel, PowerPoint, Outlook), photo identification system, Computer Based Access Control System (CBACS), two-way radio, digital video camera, digital still camera, Forward Looking Infrared (FLIR) camera, VCR, automobile, Electronic Control Device, fire extinguisher, Automated External Defibrillator (AED), handcuffs, chemical agents (mace, pepper spray, etc.), ARFF related vehicles, apparatus and equipment, Emergency Medical Technician related vehicles, apparatus and equipment.

	Continuously	Frequently	Occasionally	Not at all	Explanation
6. Sitting		X			PSC static post; SOC static post; training room; vehicle occupancy
7. Standing		X			Frequent foot patrols; vehicle inspection posts; general facility and maintenance duties.
8. Walking		X			Frequent foot patrols and general mobility to/from vehicles, rooms, airfield surfaces, etc.
9. Bending		X			
10. Stooping			X		
11. Crawling			X		
12. Climbing		X			
13. Reaching Above Head		X			
14. Grasping a. One hand b. Both hands		X			Controlling suspects; operating ARFF vehicle controls & apparatus; carrying various medical supplies or equipment.
15. Fine Manipulating a. One Hand b. Both hands	X X				Adjusting communication equipment; manipulating weapon controls.

B. ENVIRONMENTAL REQUIREMENTS

	Continuously	Frequently	Occasionally	Not at all	Explanation
1. Exposure to marked changes in temperature.		X			Appropriate outerwear is provided.
2. Outside work		X			Appropriate outerwear is provided.
3. Exposure to dust, fumes, odors, water, etc.		X			Aviation gas and jet fuel fumes, generally while on the Commercial Apron.
4. Exposure to biological, mechanical, electrical and/or chemical hazards.			X		First Responder; appropriate Personal Protection Equipment (PPE) is provided where appropriate; if not provided, exposure to the hazard is not expected.
5. Normal (inside) environment		X			Approximately half of shift is spent inside.
6. Noise		X			Aircraft movement area; exposed to sounds from heavy equipment and large vehicle operations. Hearing protection provided
NOTE:					Uniforms and bullet-proof vest provided

C. SENSORY REQUIREMENTS

					Explanation
1. Eyesight					
a. Normal/Corrected	X	Necessary		Not Necessary	Color vision required.
b. Close eye work.	X	Necessary		Not Necessary	
c. Other	X	Necessary		Not Necessary	
2. Hearing					
a. Normal tones.	X	Necessary		Not Necessary	
b. Soft tones.	X	Necessary		Not Necessary	
c. Other	X	Necessary	X	Not Necessary	
3. Distinguish Smells	X	Necessary		Not Necessary	Gases, narcotics, chemical and/or biological threats, alcohol.
4. Distinguish Temperatures by:					
a. Touch	X	Necessary		Not Necessary	Overheated equipment.
b. Proximity	X	Necessary		Not Necessary	

D. Mental Requirements: Must have the ability to follow orders, or lead appropriately and wisely in times of crisis and emergency conditions. Must stay focused and think clearly and safely when others cannot. Must demonstrate mature and objective judgment in day-to-day matters.