

AIRPORT SECURITY OFFICER

Effective: 9/15/05

Class Code: 104

Range: 515

DEFINITION:

Under general supervision to ensure the safety and security of airport and to perform related work as required.

ESSENTIAL JOB FUNCTIONS:

Serves as a security officer in the airport acts as initial point of contact to handle airport incidents and emergencies; enforces criminal, traffic and airport authority laws and regulations; preserves evidence; respond to citizen complaints.

Patrols the airport terminal, parking lot and surrounding areas by foot and by vehicle; includes walking and standing for long periods of time. Issues citations and makes arrests.

Searches people, objects, buildings and outdoor areas capable of concealing contraband or weapons; controls, manages or seizes personal property, including items confiscated by the TSA, as required by policy; may involve feeling and detecting objects.

Responds to emergency situations. May board airplanes to work with hostile, aggressive or intoxicated passengers.

Conducts video and audio surveillance; performs equipment tests of surveillance and alarm equipment; reads computer and camera screens. Manipulates keys and keyboards, operates levers and buttons, collects and inventories small items; maintains, controls and inventories facility keys, materials and equipment. Operates metal detection and/or x-ray equipment. Uses and maintains department issued equipment as needed.

Performs rescue operations to include administering basic emergency medical aid and facility evacuation. May respond to facility mechanical failures.

Gathers information and prepares written reports, incident forms and investigative reports for analysis of program activities and incidents; maintains resource information.

Exercises independent judgement. Communicates effectively and coherently with other employees and agencies using existing communication systems. Effectively communicates with the public to provide information, direction and referrals.

POSITION REQUIREMENTS:

Must be at least 21 years of age; possess a valid Oregon driver's license within 30 days after employment;

graduation from an accredited high school or successful completion of the General Educational Development (GED) test; must have current or prior certification as a law enforcement officer; and, current firearms certification. Two years responsible experience involving heavy public contact in a position responding to irate or upset people and one year experience in security or law enforcement.

Position requires the ability to learn and apply Oregon criminal laws and rules of search and seizure, arrests, evidence, and use of force; ability to use firearms; ability to learn and apply department policies, procedures and techniques; ability to listen, evaluate and analyze facts; ability to endure verbal and mental abuse when confronted with the hostile views and opinions of people encountered in an antagonistic environment; ability to subdue aggressive individuals; ability to lift, drag or carry heavy objects; ability to listen, evaluate and analyze facts and draw correct conclusions promptly; ability to speak and write effectively; ability to perform simple mathematical calculations and draw simple diagrams; ability to record information clearly and concisely; ability to understand and carry-out instructions promptly; ability to walk or stand for long periods of time; ability to establish and maintain effective relationships with other employees, governmental agencies, and the general public.

Must pass an entry-level employment examination; must possess Medic/First Aid certification within 30 days of employment; must pass a psychological evaluation, in-depth background investigation (including credit check), complete physical examination and drug screen.

TYPICAL EMPLOYEE CHARACTERISTICS:

Assertive	Leadership qualities
Conservative	Practical
Controlled	Reserved
Dependable	Self-assured
Emotionally stable and mature	Self-sufficient
Independent	Shrewd
Intelligent	Tough minded and self-reliant

EQUIPMENT UTILIZED (BUT NOT LIMITED TO):

Aerosol Restraint Spray	Pen/Pencil
Audio Monitoring Equipment	Personal Computer
Department Policies	Photocopier
Duty Belt	Portable Radio
Elevator	Report Forms
Firearms	Security Wand (magnetometer)
First Aid Kit	Surveillance Monitoring Equipment
Flashlight	Telephone
Keys	X-Ray Equipment