

AIRPORT PUBLIC SAFETY MANAGER

DEFINITION

Under general direction, plans, organizes, and directs the Public Safety Section of the Airports Department.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Assistant Director of Aviation. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

Airport Public Safety Manager is a single position class assigned to the Airport Public Safety section. As a section head, the incumbent is responsible for planning, organizing, and managing aircraft rescue and firefighting operations, general police and security functions for Airports Department facilities. This class differs from Airport Public Safety Supervisor in that the latter is the first-line supervisory class. This is an unclassified position in which the incumbent serves at the will of the Director of Aviation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Plans, organizes, and directs the aircraft rescue and firefighting operations, and general security functions and operations at Airports Department facilities.

Assumes command at Airport-related emergencies.

Directs the operation and maintenance of the Airport's communications system, safety equipment, fire and security apparatus, and personnel quarters.

Selects, trains, and reviews the work of Airport Public Safety personnel.

Reviews security requirements and recommends adopting new or amending existing policies and procedures.

Coordinates a comprehensive safety inspection program relating to Airport facilities.

Supervises the preparation of personal injury and property damage reports. Maintains operational records and administers the section budget.

Establishes and maintains effective working relationships with Airport tenants and the general public.

Coordinates mutual fire protection and law enforcement plans with surrounding municipalities and agencies.

Coordinates an on-going training program in order to meet technological changes and unexpected emergencies.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles, practices and procedures relating to the prevention and investigation of aircraft crashes and emergencies.

Firefighting practices and procedures related to airport and aircraft fires.

Local, state, and federal laws and regulations governing airport safety operations, laws of search and seizure, and the elements of misdemeanor and felony offenses.

Advanced first-aid and rescue techniques.

The operation and maintenance of firefighting apparatus and equipment. The care and safe use of firearms.

The methods and techniques of patrolling and safeguarding buildings, installations, and related facilities.

The principles, practices and techniques of organization, administration, supervision, and training.

Skills to:

Operate modern office equipment including computer equipment.

Ability to:

Plan, direct, and coordinate the Airport Safety Program under a variety of emergency conditions.

Establish and maintain effective working relationships with staff, representatives of other departments and outside agencies, tenants, and the public.

Prepare or evaluate technical and administrative reports.

Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Three years law enforcement experience and two years of accredited college or university coursework in Business or Public Administration, Airport Management, Fire Science, Criminology, or Administration of Justice, and one year experience supervising the fire, crash/rescue, and law enforcement or security functions of a military, small hub, or larger airport. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirements:

Possession of a valid Class C California Driver's License at time of appointment. The incumbent may be required to obtain a valid Class B California Driver's License, without Air Brake restriction, and with Tank endorsement.

Satisfactory completion of a law enforcement course certified by California State Peace Officer Standards and Training (P.O.S.T.) in accordance with California Penal Code Section 832 and completion of an approved first-aid course.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 3/14/19

MR/DRF/co/08/30/89
Revised: JTC/MG: scm 3/12/19