

AIRPORTS 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 Director of Aviation or designee. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

Airports Public Safety Manager is a single position class assigned to manage and administer day to day operations for the Airports Department of Public Safety. The incumbent is responsible for planning, organizing, managing aircraft rescue and firefighting operations, general police and security functions and is assigned as the Airport Security Coordinator (ASC) for Airports Department. This class differs from Airports Public Safety Assistant Manager in that the latter is the first-line management 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.

Skill/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

Education:

Possession of an associate's degree, or equivalent completion of sixty (60) semester units, from an accredited college or university.

Experience:

Five (5) years law enforcement experience including three (3) years of experience supervising law enforcement of a military, small hub, or larger airport.

OR

Five (5) years of experience supervising law enforcement activities at a Lieutenant level or

above, which included supervising sworn personnel.

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirements:

Possession of a valid California State Peace Officer Standards and Training (P.O.S.T.) Supervisory Certificate. Must be eligible to possess a P.O.S.T. Management or Executive certificate within two (2) years of appointment. Failure to obtain the valid certification within the specified time period and maintain for the entire term of employment in this job class shall be cause for termination.

Prior to appointment, positions in Airports require successful completion of a Federal Aviation Administration (FAA) 10-year employment history verification, which includes a criminal history records check, POST background investigations, polygraph, psychological and medical exam.

Possession and continued maintenance of a valid Class C California Driver's License at time of appointment.

Possession of a valid First Aid and Cardiopulmonary Resuscitation (CPR) certificate must be obtained within the probationary period. Failure to obtain a valid First Aid and CPR certificate and maintain throughout the term of employment in this class will be cause for termination.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 7/8/2025

MR/DRF/co/08/30/89
Revised: JTC/MG: scm 3/12/19
Retitled/Revised: SM:vd 7/1/2025