

## **AIRPORTS PUBLIC SAFETY SUPERVISOR**

### **DEFINITION**

Under direction, supervises, trains, and directs subordinates in the Airport Public Safety Division engaged in aviation security and law enforcement operations at Airport Department facilities.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Airports Public Safety Manager or designee. Exercises supervision over Airport Public Safety sworn and non-sworn staff and contracted employees as prescribed.

### **DISTINGUISHING CHARACTERISTICS**

Airports Public Safety Supervisor is the first-line supervisor class in the Airports Public Safety series. An incumbent supervises and participates in public safety functions specific to the Airport Department facilities including aviation security, law enforcement, civil defense, and other emergency airport procedures applicable to tenants and other agencies. Acts as Incident Commander during Airport emergencies until relieved.

The Airports Public Safety Supervisor differs from Airports Public Safety Officer in that the latter is the journey level class and from Airport Public Safety Manager in that the latter has full program responsibility for the Airport Public Safety unit.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

Plans and directs shift activities and exercises supervision over Airport Public Safety sworn and non-sworn staff.

Acts as the Incident Commander during Airport emergencies until unified command is established or relieved by a qualified ranking official.

Oversees contracted functions to ensure compliance with federal regulations and contract elements.

Facilitates law enforcement and security training programs including field drills, classroom instruction, and meetings.

Supervises the operation of the Airport communications system and dispatches fire and security apparatus and equipment to incidents on a given shift.

Assists in the review and maintenance of various records and journals, including timekeeping, budget requests, supply requisitions, personnel records, incident reports, property damage reports, and watch activity logs.

Conducts roll call briefing, makes assignments, and issues instructions in writing, by radio, telephone, or direct contact; calls in off-duty personnel for relief or emergencies.

May act for the Airports Public Safety Manager or designee in his/her absence.

May escort planes and other ground traffic to proper parking assignments.

May be assigned to other duties for training purposes or to meet technological changes or emergencies.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Local, state, and federal laws and regulations governing airport safety and security operations, and the laws of arrest and the elements of misdemeanor and felony offenses and the appropriate uses of force.

The care and safe operation of firearms.

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

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

#### **Skill/Ability to:**

Operate office equipment, a computer and a variety of word processing and software applications.

Operate a firearm.

Conduct and supervise security, criminal, internal, and complaint investigations.

Use arrest and control techniques.

Establish and maintain effective working relationships with other agencies, employees, tenants, and the general public.

Analyze and respond to a variety of emergency situations in an effective and timely manner.

Prepare reports and keep routine records.

### **MINIMUM QUALIFICATIONS**

#### **Option 1:**

Possession of a current and valid California Department of Justice Commission on Peace Officer Standards and Training (P.O.S.T.) Basic certification.

AND

Possession of, or be eligible to possess, a valid Supervisory Certificate issued by the State of California, Department of Justice Commission on Peace Officer Standards and Training (P.O.S.T.).

AND

Three (3) years of continuous service as a law enforcement officer.

**Option 2:**

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

AND

Two (2) years of continuous service as a current Airports Public Safety Officer with the City of Fresno. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

AND

Possession of a current and valid California Department of Justice Commission on Peace Officer Standards and Training (P.O.S.T.) Basic certification.

**Special Requirement(s):**

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 twelve (12) months of appointment. 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  
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