

AIRPORT PUBLIC SAFETY MANAGER

Class Definition

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

Distinguishing Characteristic

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 directing the aircraft rescue and firefighting operations, and general security functions and operations for Airports Department facilities. Airport Public Safety Manager reports to the Assistant Director of Airports. 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 Airports.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

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.

Knowledge, Abilities and Skills

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

Considerable knowledge of firefighting practices and procedures related to airport and aircraft fires.

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

Knowledge of advanced first-aid and rescue techniques.

Knowledge of the operation and maintenance of firefighting apparatus and equipment.

Knowledge of the care and safe use of firearms.

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

Knowledge of the principles, practices and techniques of organization, administration, supervision, and training.

Ability to plan, direct, and coordinate the Airport Safety Program under a variety of emergency conditions.

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

Ability to prepare or evaluate technical and administrative reports.

Minimum Qualifications

Two years of accredited college or university coursework in Business or Public Administration, Airport Management, Fire Science, Criminology, or Administration of Justice, and three years of increasingly responsible 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.

Necessary 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: _____

Director of Personnel

DATE: _____

MR/DRF/co/08/30/89