

**Metropolitan Knoxville Airport Authority  
Position Description**

**Public Safety Officer I**

<b>Status</b> NE 8	<b>Position</b> Public Safety Officer I	<b>Date</b> July 1999
<b>Department</b> Safety	<b>Manager/Supervisor</b> Director of Public Safety	

**General Description of Major Tasks of Position**

Responsible for performance of activities related to law enforcement, fire fighting, security and emergency medical services for all Metropolitan Knoxville Airport Authority owned property, facilities, and users. Maintains qualifications and certifications for performance of tasks. Performs operational maintenance and upkeep on physical plant and equipment.

<b>Tasks of Position</b>	<b>Representative activities as Duties and Responsibilities</b>
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**Performs law enforcement, fire fighting, security and EMT activities. [Essential] [60-80%]**

Representative activities in law enforcement include:

Randomly patrols Airport Authority property insuring security, crime and fire prevention. Performs light checks for Airport Authority property. Patrols airport and responds to calls, insuring enforcement of all applicable Airport Authority rules and regulations and state, federal and local laws. Assists in control of vehicular traffic; investigates, apprehends and arrests when necessary. Conducts surveillance. Operates communications equipment such as radios, telephones, etc. as required.

Representative activities in fire fighting include:

Provides fire protection for passengers and users of the airport. Drives, operates and performs preventative maintenance and cleaning of aircraft crash/fire vehicles, police vehicles, equipment, facilities and surrounding area. Assists in the location and suppression of fires, and operates fire fighting vehicles and equipment in application of fire extinguishing agents effecting rapid control and extinguishment of fires. Enters wrecked or burning aircraft, vehicles, buildings and/or surrounding areas to rescue trapped people using various types of forcible entry tools.

Representative activities in emergency medical service include:

Provides emergency medical attention to airport users.

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### **Maintains qualifications and certifications. [Essential] [10-20%]**

Representative activities include:

Qualifies and maintains qualification with firearms, to include handgun, shot gun and side handle baton. Attends forty hours of in service per year for fire and police training. Maintains First Responder certification. Attends State Police Academy and Fire Training Academy.

### **Maintains equipment. [Essential] [10-20%]**

Representative activities include:

Assists in housecleaning of airport safety building. Maintains, cleans, performs minor maintenance on vehicles, safety equipment , trucks and other tools.

### **Performs other activities as may be requested or required. [Non-Essential] [5-10%]**

### **Minimum Educational and Work Qualifications**

High school graduation or equivalent educational experience plus two to four years work experience or associates degree plus one to three years work experience (minimum of one years experience in either a police or fire fighting discipline). Valid Tennessee State driver's license, have a clear criminal history with no felony, DUI or drug related convictions, and bonded through Knoxville Police Department. Prior Military must provide a DD 214 with Honorable Discharge attached. Must complete P.O.S.T. Certification and First Responder's Emergency Medical Care Certificate and within 12 months of employment and maintain satisfactory progression in Tennessee Commission on Fire fighting Certification program.

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### **Environmental and Working Conditions**

Job is performed in a variety of settings and climates. Must be available for 24-hour standby calls. Requires frequent movement from one work location to another over uneven or inconsistent surfaces and standing with occasional sitting tolerance and aerobic fitness. Must have good eye-hand coordination, visual acuity, and effective communication skills. Job requires the ability to communicate effectively over a two-way radio. Must be able to distinguish colors as required to discern light-gun signals from the FAA control tower. Conditions may require extremely hazardous situations involving fire, chemical or criminal activity and subject to loud noise. May encounter extreme stress from time to time. Requires qualification with firearms. Requires manual and finger dexterity. Wearing of self-contained breathing apparatus and hearing protection occasionally. May involve close confinement and requires ability to make life/death decisions. Must be able to climb 150-foot towers. Wearing of appropriate protective clothing under hazardous conditions. Must be able to move 200 pounds in emergency situations.

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Signature of Employee

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Signature of Manager

## **Key Performance Variables and Factors**

1. **Achievement Orientation** - Personal efforts toward accomplishment of individual and business unit goals and customer service. Degree to which incumbent seeks additional responsibility and personal growth, establishes own standards of excellence, presents a results orientation, and displays a sense of responsibility.
2. **Job Knowledge** - Understanding of job-related requirements, techniques, methods and procedures. Degree to which incumbent demonstrates training and experience. Extent to which employee improves skills by keeping abreast of changes in techniques and related developments.
3. **Productivity** - Personal efforts toward quality and quantity of work performed. Consider the amount of work, accuracy of results, thoroughness, use of time, amount of supervision required, errors, and completeness.
4. **Attendance** - Evaluate availability for work. Degree to which employee displays responsibility to be at work as scheduled. Evaluate causes of absences as well as frequency and severity.
5. **Communication/Interaction Skills** - Ability to communicate effectively with others as required and the quality of day to day communication interaction required with other employees and customers.
6. **Safety Commitment** - Extent to which employee works safely and observes safety rules, regulations and practices, and shows interest and concern for Airport Authority's commitment to a safe and clean working environment for all employees.
7. **Quality Commitment** - Extent to which an employee is committed to pursuit of excellence in all aspects of position responsibilities including: service and commitment to customers, support of Airport Authority's goals and customer service, objectives, policies, procedures, practices, and training.
8. **Teamwork** - Contribution and performance in team and/or committee situations. Contributions to innovation, creativity, communication, consensus building team derived solutions to continuing problem solving and improvement processes.