TRI-CITIES AIRPORT AUTHORITY
JOB DESCRIPTION

POSITION: DIRECTOR OF PUBLIC SAFETY

Classification: Exempt	Department: Public Safety
Reports to: Director of Operations	Effective Date:

JOB SUMMARY

Manages the Department of Public Safety to maintain compliance with Municipal, State, and Federal regulations that pertain to the airport law enforcement, aircraft rescue firefighting, and emergency medical response to ensure life safety, incident stabilization, and property conservation. Coordinates airport security with staff, other Tri-Cities Airport (TRI) departments, and tenants in accordance with Transportation Security Administration (TSA) regulatory requirements and the Airport Authority's Airport Security Program. Manages Public Safety Officers responsible for airport law enforcement, aircraft rescue and firefighting, and emergency medical services. Also manages the airport security officers, fire inspector, dispatch, badging, and other assigned staff. Reviews department activities to determine if the incident and response is reportable to regulatory agencies.

ORGANIZATIONAL RELATIONSHIP

Reports to: Director of Operations

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Supervises, directs, and evaluates assigned staff. Supervisory functions include: makes hiring and termination decisions in accordance with TRI policy and procedures; prioritizes assignments and directs work; develops and oversees employee work schedules and approves time away from work; provides and/or facilitates employee training and development; approves/processes employee concerns and problems and counsels or disciplines as appropriate; completes employee performance appraisals; determines or makes recommendations regarding new hire salaries and salary changes in accordance with TRI policy and procedures; and acts as liaison between employees and higher level management.
- Serves as the Primary Airport Security Coordinator and administers, implements, and enforces the Airport Security Program. Supports Planning and Development Department with projects as needed. Establishes and maintains access groups and levels for all credentialed employees.
- Coordinates and serves as the coordinator of the Airport Emergency Plan, representing TRI to local, state and federal agencies.
- Serves as the Chief Law Enforcement Officer/Chief Fire Officer and reviews department activities to determine if an incident and the department's response is reportable to regulatory agencies.
- Plans for upcoming airport events that may require operational or staffing modifications and ensures those needs are addressed. Provides regulatory interpretation for both department staff and airport tenant managers.

- Ensures administrative, budgetary, and regulatory compliance functions are performed and maintained.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and TSA airport security programs.
- Clear motor vehicle record, and clear criminal history with no felony, driving under the influence, or drug-related convictions.
- US Citizen: Is a citizen of the United States.
- Must successfully complete required medical examination and psychological evaluation.
- Ability to perform shift work. The Department of Public Safety is a 24/7 operation.
- Ability to obtain and maintain a Security Identification Display Area (SIDA) badge.
- Technology skills required to submit data and adjudicate criminal history results
- Knowledge of Municipal, State and Federal Professional Standards for Police Officers, Structural Fire Fighters, Aircraft Rescue Firefighters, Emergency Medical Technicians, Emergency Medical Responders, Emergency Dispatchers and Credentialing Technicians
- National Incident Management System (NIMS)
- Federal Aviation Regulations

EDUCATION AND EXPERIENCE

- 5+ years' experience in Airport Security, police, fire, or emergency services administration
- 5+ years' experience in a people leadership role; Command level experience preferred Responders Medical Care certifications, within 12 months in the role. Current P.O.S.T Certification is preferred.
- Bachelor's degree in aviation management, law enforcement, criminal justice, or other discipline. Equivalent experience will be considered if ability to meet position requirements is demonstrated by the candidate.
- Airport Security Coordinator certification / designation, or ability obtain within 6 months
- ACE – Security certification / designation, or ability to obtain within 12 months
- Tennessee Peace Officer Standards & Training Commission (POST) and Tennessee Fire Commission certifications or ability to obtain within 12 months

WORKING CONDITIONS/ENVIRONMENT

- Exposure to heights, small spaces, extreme noise (i.e. airport with planes, vehicles, and other machinery), temperature, wind, and light fluctuations.
- May be exposed to high voltage components and risk of electrical shock hazards.
- Requires constant movement from one work location to another over uneven or inconsistent surfaces. Obtain guidance from supervisor prior to performing any duty that may be unsafe or dangerous.

WORK SCHEDULE

- This regular full-time position requires a flexible/rotating shift schedule. Position is subject to callback in the event of an emergency or irregular operations.