

Position Title: Aviation Security Manager/Chief of Public Safety

Reports to: Assistant Director of Aviation

EDUCATIONAL, TRAINING AND PHYSICAL REQUIREMENTS

- High school education or equivalent
- Ability to speak, read, and write English
- Ability to speak some Spanish
- 5 years experience as a police officer or security officer of an airport facility.
- CPR/AED certified
- TCLEOSE police officer certification
- Proficiency in Word and Excel
- 20/20 vision with correction
- Ability to distinguish colors
- Pass a thorough background check and have no felony convictions.
- Ability to walk and/or stand 90 percent of an 8-hour shift on an ongoing, daily basis
- Ability to maintain composure and demonstrate critical decision-making abilities under adverse and life-threatening conditions
- Ability to immediately make leadership decisions and issue orders in emergency situations.
- Ability to lift a maximum of 50 pounds
- Ability to drag a person weighing 150 pounds
- Ability to run 200 yards
- Ability to physically function with an unimpaired range of motion and full range of abilities, including crawling, climbing, running, stepping, sitting, standing, stooping, reaching, bending, and lifting
- Ability to independently make ethical decision that conform to applicable laws, departmental policies, and other regulations with and without supervisory input.

RESPONSIBILITIES

- Manage and supervise law enforcement officers and telecommunicators.
- In cooperation with the Asst. Director, hire law enforcement officers and telecommunicators.
- Check TSA security directives weekly and communicate to law enforcement officers.
- Maintain and update airport emergency and security plans.
- Train public law enforcement officers to comply with airport emergency and security plans.
- Hold daily briefing meetings and periodic training for law enforcement officers.
- Present yearly statistical and major incident reports to the airport board.
- Develop budget for Airport Security department.
- Serve as liaison with the TSA, Homeland Security, FBI, and border patrol.
- Coordinate quarterly security meetings with the airport tenants, border patrol, FBI, and airport officers.
- Coordinate annual security tabletop exercise for airlines and law enforcement officers.
- Coordinate a full-scale, simulated catastrophe drill for airport personnel every three years in conjunction with the assistant Director of Aviation.
- Maintain a working knowledge of and enforce airport rules and regulations, City ordinances, state and federal laws, and written and unwritten directives.
- Patrol airport property to ensure compliance with all applicable laws, rules, and regulations.
- Enforce traffic regulations.
- Apprehend, arrest, book, and process criminal suspects and hold until suspect is transported by city, state, or federal authorities.
- Attend and ensure that law enforcement officers and telecommunicators attend all training as required by the airport or local, state, or federal authorities
- Maintain familiarity with airfield layout and the surrounding area.
- Be on call as requested for emergencies.
- Prepare incident reports and maintain daily logs.
- Board aircraft to act as a law enforcement officer when needed.
- Respond to complaints from the public and report them to the appropriate personnel.
- Prepare Uniform Crime Report and submit to FBI monthly.
- Work in conjunction with City of Harlingen Police Department or other law enforcement agencies when needed.
- Assist customers on airport property as needed.
- Respond to access control system alarms.
- Secure parking lots.
- Give directions to the public as requested.
- Respond to dispatch calls for emergency and law enforcement services.
- Investigate accidents and prepare thorough incident investigations and reports.
- Preserve crime scenes.
- Administer CPR in emergency medical situations.
- Attend daily briefings.
- Provide training for new personnel as appropriate or assigned.
- Appear in municipal, state, or federal court as needed.
- Respond to peacekeeping requests from tenants.

This position description highlights a general description of duties and responsibilities. Employee(s) may be assigned other duties, in addition to or in lieu of those described herein, and any duties are subject to change at any time according to the needs of Valley International Airport.