

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Airport Police Supervisor</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>DA02</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occup Group	<u>Public Safety Support & Security</u>

PRIMARY PURPOSE:

To participate in and supervise the performance of general and specialized law enforcement, security, and safety duties and provide information services at the Springfield Branson National Airport.

SUPERVISION:

Under the direct supervision of the Assistant Director of Aviation; supervises Airport Police Officers.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises and participates in the activities of the Airport Police Officers.
2. Schedules work and training, and conducts periodic performance evaluations for subordinate officers.
3. Acts as a liaison officer between the Airport Police Officers and the Springfield Police Department.
4. Performs law enforcement, security and safety duties in support of the Springfield Branson National Airport Security Program and Emergency Plan.
5. Monitors and disseminates relevant threat information, law enforcement data and other intelligence.
6. Oversees and conducts targeted vehicle inspections for explosive devices. Inspects and searches all delivery and motor coach tour buses for the same.
7. Provides information services to Airport tenants and the traveling public coordinating security matters with tenants including disseminating information.
8. Administers emergency medical first aid to injured or ill persons as necessary.
9. Provides law enforcement support of airline passenger screening program and oversees air carrier compliance in accordance with TSA regulations.
10. Works with and assists other law enforcement officers in handling such things as bomb, skyjacking or other serious threats to safety of persons and property using recognized police procedures and methods.
11. Patrols airport on foot or in patrol vehicle; checks security of airport buildings, facilities, vehicles and grounds in accordance with federally mandated security procedures; enforces vehicle parking and traffic regulations applying to the airport; enforces City laws, ordinances and regulations.
12. Makes arrests, issues citations, obtains evidence and testifies in court as necessary.
13. Controls crowds and accommodates reception of groups, public officials or dignitaries.
14. Periodically assigned to work with members of the Springfield Police Department to maintain efficiency in police work and gain increased experience.
15. Maintains instruction manual and badge system in accordance with current TSA and Airport Security procedures.

IMPORTANT FUNCTIONS:

1. Attends training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles relating to behavioral sciences; report writing methods; communication techniques; equipment involved in police work; applicable federal and state laws.

Abilities

Communicate effectively both verbally and in writing; perform the essential functions of the job without posing a direct threat to the health and safety of others. Ability to: effectively supervise Airport Police Officers regarding modern police practices, applicable laws and ordinances and airport security procedures; use and care for all required police equipment including firearms; annually complete police certification with firearms; follow oral and written instructions; analyze situations and take appropriate action; react quickly and calmly under stress; conduct training programs; and establish effective working relationships with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Must be a high school graduate or have G.E.D., 21 years of age, possess a Missouri Class A certification (600 hours or equivalent) or a Class B certification (470 hours or equivalent) and have three years of law enforcement experience.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level and overhead; hold and grip objects. Vision must be correctable to 20/40 in both eyes.

Working Environment

Both indoor and outdoor environments which may involve a variety of extreme weather conditions; possible exposure to mechanical, electrical, chemical, and toxic waste hazards as well as strong odors, fumes, and disease when responding to calls for service; subject to life threatening conditions and situations associated with law enforcement activities.

Licensing/Certification

Class A or B certification by the State of Missouri. Employees hired with a current Class A certification must obtain an additional 61 hours of training in specified areas which include use of force; defensive tactics; high speed driving and making arrests. The 61 hours must be obtained during the probationary period or the first year of employment. Employees hired with a current Class B certification must obtain an additional 109 hours of training in specified areas which include use of force; defensive tactics; high speed driving and making arrests. The 109 hours must be obtained during the probationary period or the first year of employment.

Miscellaneous Requirements

Must pass a 10-year criminal history background check as required by the Transportation Security Administration which includes fingerprinting, according to Title 14, Code of Federal Regulations, Part 1542, Airport Security. Must successfully pass post offer exams including: polygraph, medical exam and psychological evaluation.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO. 24129
Comments:	Updated Abilities	Date: 1979

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____