

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Airport Security Manager	Job Code: 2251
Date: August 24, 2022	EEOC Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled, management-level work with responsibility to ensure compliance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations and supervise airport security section employees.

CLASSIFICATION STANDARDS: This single position classification is responsible to the Airport Division Director and performs all assigned duties under limited direction. This work is distinguished by its strong understanding of 49 CFR Part 1542 - Airport Security operations, certification, and supervisory duties.

ESSENTIAL DUTIES: Inspect, monitor, and ensure that 49 CFR Part 1542 - Airport Security operations and employee actions are TSA- and FAA-complaint, safe, efficient, and effective in meeting user needs; make immediate and time-critical decisions regarding airport security, operations, liability, cost containment, and human life safety; communicate and explain rules, regulations, and procedures to airport users; research rules, regulations, and laws to prepare varied operational analytical reports, policies, and procedures; assist with airport security section budget; make recommendations and implement security standards and programs; complete, review, and update required TSA reports, Airport Security Program (ASP), and correspondence; develop, implement, and manage security plans and programs including access control, security badging, security fencing, and airport emergencies.

Supervise and participate in airport security tasks including, but not limited to: developing and maintaining the Airport Security Program (ASP), coordinating directly with TSA officials and inspectors; coordinating airport law enforcement needs and operations, overseeing security badging program and policies; training all airport users on airport security regulations; monitoring and ensuring compliance with all airport security regulations; monitoring and maintaining all security fencing, gates, signage, and markings; coordinating airport access needs with all users; evaluating access applications and denying access when appropriate; ensuring compliance with security protocols at terminal by air carriers, subcontractors, FBOs and the traveling public; providing continuous security at terminal facilities; coordinating with and assisting other airport sections with airport operations and maintenance responsibilities; communicating and ensuring airport users follow security and safety requirements.

Supervise, plan, coordinate, and evaluate work of assigned personnel including workload scheduling and workflow; ensure accurate and efficient work completion; identify, evaluate, and resolve employee concerns; train employees and ensure compliance with airport and City policies and procedures; conduct performance appraisals and reward and discipline if needed; make staffing recommendations such as hiring and firing of personnel; maintain and review all assigned employee reports, work records, work specifications, and documentation; represent the City in varied meetings; make presentations; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Airport Management, Public Administration, Business Administration, or closely related field and 4 years professional airport security experience **OR** 6 years of professional airport operations experience at medium-sized PART 139 hub airport **OR** an equivalent combination of education, training, and experience.

License(s)/Certification(s): A valid, lawful Driver License is required. Requires Airport Security Coordinator (ASC) certificate within 1 month of hire. AAE or another recognized airport professional certification preferred.

SELECTION FACTORS: *Knowledge of:* applicable federal, state, and local laws, codes, rules, and regulations; airport and aircraft operations, facility security equipment and maintenance, and fixed-base operations; FAA, EPA, and TSA regulatory agency requirements, and other federal and state agencies; safety, security, and emergency responses; airport terminal and landside facility-related equipment; policies, procedures, and practices established for the work system; department budgetary and accounting processes; operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* managing and organizing work; supervising and training employees and others; practicing trust-building behaviors; using computerized equipment to gather data and detect issues. *Ability to:* quickly and objectively analyze and effectively resolve daily operations problems and potentially high stress and emergency issues; communicate effectively both orally and in writing; deal with the public and airport users in a pleasant, courteous, and calm manner in all circumstances; develop and maintain effective working relationships with the public, coworkers, and superiors; translate technical data and information into easily understood formats for presentation; present matters clearly and persuasively before public bodies, management, and employees; read, comprehend, and enforce in a positive manner airport facility rules and regulations; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, basic office equipment, radio, phone, airport security equipment including scanners, cameras, metal detectors, heavy-duty snow removal equipment, tractors and farm implements, front-end loader, plows, friction testing equipment, surface scan sensors, runway electrical systems, and other related equipment.

PHYSICAL DEMANDS: Requires walking, bending, stooping, reaching, pushing, pulling, lifting 20-50 lbs., and physical strength and agility enough to perform work safely.

ENVIRONMENTAL FACTORS: Must be prepared to report to the airport during non-duty hours in response to aircraft emergencies, snow removal, or other security-related situations. Regular exposure to adverse weather conditions, high noise levels, dangerous chemicals, high voltage, fumes, dust, and hazardous settings. May include exposure to high-stress situations, such as strict deadlines, angry airport users, and emergency situations. May require working long or odd hours. *Note: Employees of this class are subject to 24-hr on-call status.*



Department Director

8/18/22

Date



Mayor/Chief Administrative Officer

8/24/22

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.