

PUBLIC SAFETY OFFICER III TRAINEE (ARFF & LAW ENFORCEMENT)

GENERAL STATEMENT OF DUTIES: In a training situation, and initially performing less difficult work, the Public Safety Officer III Trainee is responsible for the safety and security of the Airport during his/her assigned shift. Tasks included within this description include, but are not limited to, the provision of aircraft rescue and firefighting response, law enforcement functions and emergency medical services.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Public Safety but has the authority to function independently during the Director's absence.

STATEMENT OF DUTIES:

- *The Public Safety Officer III Trainee will perform those duties listed below which are assigned with the Trainee's qualifications and experience.*
- Responds to aviation emergencies, including aircraft crashes and fires, in a timely and effective manner, while acting within the scope of training and licensure and meeting the requirements of federal regulations. Implements appropriate portions of the Airport Emergency Plan.
- Controls structural and fuel fires or the potential for a fuel related fire at any location on the airport property. Requests mutual aid assistance from mutual aid partners when necessary.
- Directs and aids persons using airport facilities and offers emergency first aid to ill or injured persons until relieved by higher medical authority. Requests mutual aid assistance when necessary.
- Conducts on-site inspections of facilities and equipment operating on airport property to ensure fire code compliance in accordance with the FAA, Airport Certification Manual, Airport Rules and Regulations, state, and local codes. Reports violations as appropriate.
- Patrols airport property and ascertains that the airport is secure and in compliance with TSA, FAA, Airport Rules and Regulations, state and local laws.
- Controls and regulates vehicle and pedestrian traffic, including parking and speeding violations within the airport property.
- Monitors and responds to Access Control and CCTV System alarms in accordance with FAA and TSA security regulations.
- Performs general law enforcement duties; makes arrests for persons committing violations of federal, state, or local laws, as applicable, while on airport property.
- Responds to public inquires and complaints and provides general information and assistance to the traveling public.
- Preserves, marks, and secures evidence pertaining to criminal cases. May be required to appear in court as a witness.
- Prepares and maintains records of accidents, crimes, arrests, property damage, thefts, aircraft related incidents, security occurrences, and assigned duties.
- Responds to TSA checkpoint for security-related concerns and violations.
- Professionally operates a base radio and receives radio or telephone calls for assistance. Dispatches appropriate units via either radio or telephone. Monitors air traffic frequencies during non-tower operations for emergency calls.
- With supervisor approval, assists local emergency departments conducting emergency response on properties adjacent to the airport. May include aircraft related fire suppression activities or law enforcement support.
- Conducts personnel training as assigned.
- Works together with other airport employees and tenants to ensure the continued safe operation of all airport facilities.
- Maintains and inspects fire extinguishers and AEDs and conducts personnel training of their use.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to physically perform the work as a fire fighter and law enforcement officer.

Ability to read, understand, and write incident reports.

Ability to operate and maintain equipment pertinent to identified duties.

Ability and willingness to work and communicate effectively with other airport personnel.

Ability to pass criminal history background check and maintain eligibility for a security access badge in accordance with the Airport Security Plan.

MINIMUM QUALIFICATIONS:

Ability to operate a motor vehicle and must possess a valid Michigan Driver's License.

Must be available 24 hours per day, 7 days per week. Work schedule will vary depending on department requirements.

A Public Safety Officer III Trainee must hold one (1) of the following credentials:

1. Certified (MCOLES) Michigan Law Enforcement Officer.
2. Michigan Fire Fighters Training Council Certified Firefighter I & II.

A Public Safety Officer III Trainee will progress to the classification of Public Safety Officer III upon the following:

- a. Successful completion of the probationary period.
- b. Completion of training for the remaining credential from (1) or (2) above within twelve (12) months from the date of hire.
- c. Completion of Federal Aviation Administration-approved Aircraft Rescue Fire Fighting training.
- d. Receiving certification in CPR and EMS with a minimum of Emergency Medical Technician – Basic (EMT-B) certification.

Failure to complete (a) through (d) within twelve (12) months of hire constitutes just cause for the dismissal of a Public Safety Officer III Trainee. Twelve (12) month time frame may be extended by Employer if Public Safety Officer III Trainee is not able to complete the training due to factors beyond the control of the Employee.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.