



POSITION: **AIRPORT SECURITY ENFORCEMENT OFFICER**
(This is a City position NOT a Federal security position)
Redmond Airport

Duties include but are not limited to:

Position performs security and parking patrol duties; monitors posted airport parking areas (terminal curb, taxi & shuttle area, car rental lot, vendor & air cargo areas, employee lot and terminal drive) and issues citations for unattended and/or illegally parked vehicles; monitors terminal and air carrier ramp according to FAA security regulations.

STATUS/

SALARY: Part-time (20hrs/week), temporary, non-benefit position, \$11.73 per hour. Graveyard shift.

**MINIMUM
QUALIFICATIONS:**

High School graduation or equivalency, two years experience working with the public; communicate effectively both verbally and in writing; understand verbal and written instructions, maintain composure and calm in stressful situations; exercise good judgment and common sense in application of established policies and procedures; establish and maintain an effective working relationship with co-workers, supervisors, business community, and the general public; comprehend and interpret pertinent laws, rules and regulations; patrol for extended periods of time; perform duties in adverse weather conditions; deal courteously but firmly with the public. Desired: Prior law enforcement experience. Selected candidate must successfully pass a pre-employment drug screen, DMV/criminal check, FAA Criminal History background check and past employment verification to receive employment at the Airport.

HOW TO APPLY:

Request application packet from:

City of Redmond
Human Resources Department
Phone: 541-923-7725
E-mail: wendya@ci.redmond.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must be received by the above Employment Office to be considered for this position.

Return Application Packet to:

City of Redmond
Wendy Akins/Human Resources
PO Box 726
Redmond, OR 97756-0100

The City of Redmond is establishing a list of candidates to be interviewed when there is an opening for this position. Applications will be accepted until further notice. Only those applicants who are selected for an interview will be notified.

EOE - Drug Free Workplace

Position Title: **AIRPORT SECURITY ENFORCEMENT OFFICER**
Classification: *Airport Security Enforcement*
Status: Part-time, Hourly
Department: Airport
Adopted: 05-10-95
Revised: 10/01/01; 12/01/03

PURPOSE OF POSITION: Performs security and parking enforcement work limited to within the Redmond Airport boundaries; issues parking citations according to state and local laws; does related security enforcement activities as required.

ESSENTIAL JOB FUNCTIONS: Performs security and parking patrol duties; monitors posted airport parking areas (terminal curb, taxi & shuttle area, car rental lot, vendor & air cargo areas, employee lot and terminal drive) and issues citations for unattended and/or illegally parked vehicles; monitors terminal and air carrier ramp according to FAA security regulations.

Assists public by giving directions, providing information and answering questions.

Maintains radios and cell phones.

Monitors local primary police frequency.

Summons other law enforcement and other emergency personnel when necessary.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements: High school diploma or GED equivalent. Considerable knowledge of English grammar and spelling. Some knowledge of pertinent ordinances and regulations.

Communicate effectively both verbally and in writing; understand verbal and written instructions and act on them appropriately; maintain composure and calm in stressful situations; exercise good judgment and common sense in application of established policies and procedures; establish and maintain an effective working relationship with co-workers, supervisors, business community and the general public; comprehend and interpret pertinent laws, rules and regulations; patrol for extended periods of time; perform duties in adverse weather conditions; deal courteously but firmly with the public.

Two years experience working with the public; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Use of phone and radio. Must obtain Oregon Driver's license within 30 days of hire. Must pass a thorough background investigation, to include passing an FAA background check.

Desirable Requirements: Prior law enforcement experience.

SUPERVISORY RESPONSIBILITIES: Supervision is not normally a responsibility of positions in this classification.

SUPERVISION RECEIVED: An employee in this class is responsible for performing routine work independently under the general supervision of the Superintendent of Airport Operations & Maintenance.

PHYSICAL DEMANDS:

The physical demands represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the manual duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, or operate objects, reach with hands and arm; talk and/or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee frequently works outside in adverse weather conditions; works near moving vehicles and vehicle exhaust fumes.

The noise level in the work environment is usually moderate inside the Airport terminal, except during certain maintenance duties when noise levels may be loud. The outside noise level is usually moderate; may be high upon arrival/departure of aircrafts.