

THE EASTERN IOWA AIRPORT POSITION PROFILE	JOB CODE #/TITLE: AS005 (Non-Shift) AS008 (24-Hour Shift) Airport Public Safety Officer I (EMT)
POSITION #/TITLE: 888, 902, 1666, 223, 2574, 435, 2738 Airport Public Safety Officer I (EMT)	Adopted: 06-04, 03-19
	Revised: 03-25

POSITION DESCRIPTION

Dept. ID/Description: EIA The Eastern Iowa Airport	Manager Level: Non-Manager
Salary Plan/Description: APS Airport Safety Bargaining Unit	Salary Grade: 30A (Non-Shift) 31A (24-Hour Shift)
Reports To Position #/Job Code #/JC Title: 0313/AN015/Airport Public Safety Commander	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug screening prior to contingent offer. Health screening after contingent offer.	Position Testing: Physical Qualifications
Personal Protective Equipment:	

General Statement of Duties

Provides law enforcement, security, aircraft rescue firefighting, emergency medical services, and airport operations.

Distinguishing Features of the Class

Works under general supervision and exercises considerable judgment in emergency situations. This classification is distinguished from an Airport Public Safety Officer I by a requirement for an Iowa Emergency Medical Technician, and by the associated medical procedures that may be performed only by an Iowa Emergency Medical Technician.

Examples of Essential Work (Illustrative Only)

Participates in security, law enforcement, aircraft rescue firefighting, emergency medical services, airport operations, and training programs as prescribed;
Checks public area lighting, obstruction lighting, and checks for foreign objects on taxiways, runways, and ramp areas;
Insures that all hangar, runway, taxiway, and navaid lights are functioning properly;
Conduct field inspections and report findings;
Provides security and law enforcement services, and coordinates actions with Transportation Security Administration (TSA) personnel;
Controls cases of disturbance, public nuisance and, when necessary, keeps unauthorized persons out of restricted areas;
Provides general information to passengers and the public as required;
Informs superiors of problems related to safety functions as it relates to operation of the airport;
Responds to aircraft alerts and provides aircraft rescue firefighting;
Provides EMT level emergency medical assistance to injured persons in response to fire and non-fire related medical emergency calls
Maintains the airport credentialing program: issuing, retrieving and auditing airport access media;

Completes safety inspections of the airport mandated by Federal, State, Local regulations and completes discrepancy reporting/work orders as needed;
Exercises overall care for all airport facilities;
Performs duties of an Airport Public Safety Senior Safety Officer and Officer II as assigned;
Performs all work duties and activities in accordance with Airport Commission policies, procedures, and safety practices;
Responsible for functions as listed in the Airport Certification Manual, Airport Emergency Plan, and Airport Security Plan;
Attends work regularly at the designated place and time;
Performs related work as required;
Other duties as assigned.

Required Knowledge and Abilities

Knowledge of modern principles, practices and procedures of airport law enforcement security work;
Knowledge of EMT level emergency medical assistance procedures;
Knowledge of state laws, City ordinances, FAA regulations related to the operation of airports and the movement of aircraft on the ground and in the air, and general operating procedures issued by the Airport Director;
Knowledge of the established techniques and procedures for extinguishing structural and aircraft fires and rescue of personnel from buildings and aircraft;
Knowledge of location and identity of all facilities on the airport;
Knowledge of emergency medical services;
Skill in extinguishing structural and aircraft fires and rescue of personnel from buildings and aircraft;
Skill in report writing;
Skill in interpersonal relations as applied to contacts with staff and the general public;
Ability to prepare clear and comprehensive reports;
Ability to operate all Airport Public Safety Department vehicles, equipment, and tools;
Ability to operate a personal computer program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities in a timely manner;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED;
Prefer public relations experience involving law enforcement activities;
Prefer ILEA Certification, Fire Fighter I Certification, Iowa Emergency Medical Technician Certification, and airport operation and familiarization; or
Experience in airport operations, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

ILEA Certification (within probationary period of one year);
Iowa Emergency Medical Technician Certification (within a year of hiring);
Aircraft Rescue and Fire Fighting Certification (within 6 months of hiring);
Valid Iowa Driver's License;
Pass and maintain security background check as required by Transportation Security Regulations;
Available for recall during non-duty hours for emergencies and other required duties.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Work is performed in a standard office environment as well as extensive periods of time outdoors;

Exposure to dust, grease, excessive noise or vibration, noxious gas or fumes and/or extreme outdoor weather conditions may be expected;

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to operate equipment and tools;

Sufficient manual dexterity, which permits the employee to operate equipment, operate keyboard, and produce handwritten materials and documents;

Sufficient personal mobility, which permits the employee to operate equipment;

To visit various and other work stations in the city and attend a wide variety of work sites within the Airport and perform law enforcement, firefighting, rescue and emergency medical functions, including the ability to work outside for extended periods of time under extreme weather conditions.

Position Description Approval

Director must approve new or revised position descriptions. Other department approvals are optional (i.e., supervisor, manager). **Entering name signifies approval.**

Name: <i>(Person completing form)</i>	Jonathan Ron
Title:	Airport Public Safety Commander
Date Approved:	03/24/2025

Name: <i>(Person completing form)</i>	Marty Lenss
Title:	Airport Director
Date Approved:	03/24/2025

Labor & Personnel Committee Approval

Name and Title:	Barry Boyer, Chairman
Date Approved:	03/24/2025