

<b>THE EASTERN IOWA AIRPORT POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> AN015 Airport Public Safety Chief
<b>POSITION #/TITLE:</b> 0313 Airport Public Safety Chief	<b>Adopted:</b> 07-97, 02-11, 01-24
	<b>Revised:</b> 09-25

<b>POSITION DESCRIPTION</b>
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<b>Dept. ID/Description:</b> EIA/The Eastern Iowa Airport	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> APN/Airport Non-Bargaining Unit	<b>Salary Grade:</b> CI
<b>Reports To Position #/Job Code #/JC Title:</b> 2357/AN014/Director of Operations	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Heavy	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug screening prior to contingent offer. Health screening after contingent offer.	<b>Position Testing:</b>
<b>Personal Protective Equipment:</b>	

<b>General Statement of Duties</b>
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Directs and manages the day-to-day operations of the Airport Public Safety Department's operational and support programs and activities; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Airport Senior Safety Officers, and Airport Public Safety Officers.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, organizes, and supervises the Public Safety Department at The Eastern Iowa Airport;  
 Assist in management of airport response to emergencies, i.e., respond to emergencies, coordinate emergency activities and implement emergency plans, etc;  
 Monitors and coordinates airfield, apron, safety and security inspections and terminal activities;  
 Coordinate opening and closing the airport (or portions of it) for divisional areas based upon airport conditions and related safety factors;  
 Inspect facilities, grounds, and equipment and ensure safe and efficient operations;  
 Develops and manages departmental policies, procedures, directives, and general orders;  
 Plans and assigns annual, monthly and weekly work schedules, and motivates, counsels, and evaluates the work of the Airport Public Safety Department;  
 Responsible for staff development, which may include hiring, disciplinary actions, performance evaluations, training and other supervisory duties;  
 Writes, reviews, assigns and oversees the standard operating procedures for the Airport Public Safety Department;  
 Recommends activities to meet those needs and evaluating and providing feedback on operational activities;

Develops a training plan and assures compliance with all Federal and State mandated training and certification/re-certification in accordance with Federal Air Regulation (FAR) Part 139, and Transportation Security Regulation (TSR) Part 1542;  
 Serves as an Airport Security Coordinator for the TSA;  
 Assists, in maintaining and developing the Airport Security Plan, Airport Certification Manual, Airport Emergency Plan (AEP);  
 Develops and executes exercises testing the AEP, and enhancing Airport and stakeholder emergency preparedness, i.e. active shooter, triannual aircraft emergency, and hazardous weather exercises  
 Maintains all appropriate records on safety procedures, precautionary measures and policy implementation regarding airport safety; Coordinates and supervises the inspection of the physical condition of the Airport Operations Area (AOA), including runways, taxiways, aircraft parking aprons and lighting systems;  
 Responsible for the care and maintenance of the Public Safety Department Facility and assigned equipment;  
 Manages the operation of the Security Card Access System (SCAS);  
 Serves as Airport Wildlife Hazard Management Coordinator and involves available resources in wildlife management mitigation measures;  
 Assists in the development of The Airport Public Safety Department's component of the Airport's capital and operating budget;  
 Coordinates the airport operational activities of visiting dignitaries, university athletic teams, and charter operations;  
 Performs all work duties and activities in accordance with Airport Commission policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Performs other duties as assigned.

#### **Required Knowledge and Abilities**

Comprehensive knowledge of security issues as related to commercial airport operations;  
 Thorough knowledge of law enforcement issues;  
 Good knowledge of the business relationship between a commercial airport and outside business vendors;  
 Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions regarding airport safety operations;  
 Thorough knowledge of personnel principles and practices for collective bargaining, contract administration and grievance resolution;  
 Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
 Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
 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;  
 Knowledge of aircraft fueling procedures, environmental protection rules, and their application to airport operations;  
 Skills necessary to make decisions to include ability to quickly analyze non-routine situations and implement appropriate actions.

#### **Acceptable Experience and Training**

Graduation from High School or GED;  
 Graduation from an accredited college or university with a Bachelor's degree preferred; and a minimum of ten years experience in police and/or safety operations;  
 Prefer public relations experience involving law enforcement activities;  
 Prefer ILEA Certified, fire fighters basic training, and emergency medical services training within probationary period of one year; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;

<b>Required Special Qualifications</b>
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Possession of a valid driver's license and the ability to obtain valid Iowa Driver's License within sixty days after employment;  
United States Citizen.  
Pass and maintain security background check as required by Transportation Security Regulations.  
Available for recall to airport during non-duty hours for emergencies and other required duties.

<b>Essential Physical Abilities</b>
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Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;  
Sufficient manual dexterity that permits the employee to operate a computer input device and produce handwritten materials and notations;  
Sufficient personal mobility that permits the employee to visit various and other workstations at the airport and attend a wide variety of work sites at the Airport and to perform operations functions including the ability to work outside for extended periods under extreme weather conditions.

<b>Position Description Approval</b>
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Director must approve new or revised position descriptions. Other department approvals are optional (*i.e., supervisor, manager*). **Entering name signifies approval.**

Name: (Person completing form)	Daniel B. Brown
Title:	Director of Operations
Date Approved:	09/24/2025

Name: (Person completing form)	Marty Lenss, CM
Title:	Airport Director
Date Approved:	09/24/2025

<b>Labor &amp; Personnel Committee Approval</b>
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Name and Title:	Robin Therme, Chairman Labor & Personnel Committee
Date Approved:	09/24/2025