Job Description

Job Title:	Airport Police Officer	Classification:	Classified
Department:	Public Works	Grade:	166
Occupational Group:	Police	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs general and specialized law enforcement, security, and safety duties and provides information services at the Joplin Regional Airport. Works under the direct supervision of the Airport Manager as required by a FAR Part 139, Class I, Commercial Service Regional Airport.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Performs law enforcement, security and safety duties for airport buildings, facilities, staff, and the public by enforcing Federal, State, and City laws ordinances and regulations.
2. Monitors and disseminates relevant Department of Homeland Security (DHS) and Transportation Security Administration (TSA) information, as required.
3. Provides law enforcement support for TSA screening.
4. Issues citations, makes arrests, obtains evidence, and testifies in court as necessary.
5. Provides perimeter checks in compliance with TSA regulations.
6. Controls crowds and accommodates reception of groups, public officials, or dignitaries.
7. Provides emergency response; administers basic first aid and CPR as needed.
8. Provides visual monitoring of gates and controls gate access in compliance with TSA and Federal Aviation Administration (FAA) regulations.
9. Coordinates with the Joplin Police Department to maintain qualifications and training requirements.
10. Provides information services to Airport tenants and the traveling public; coordinates security matters with tenants including disseminating information.
11. Works with and assists other law enforcement officers in handling such things as bomb threats or other serious threats to safety of persons and property using recognized police procedures and methods.
12. Patrols airport on foot or in patrol vehicle; checks security of airport buildings, facilities, vehicles, and grounds in accordance with federally mandated security procedures; enforces airport vehicle parking and traffic regulations; enforces City laws, ordinances, and regulations.
13. Prepares and presents clear and accurate written and oral reports, either handwritten or computer generated.
14. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.

- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Federal, State, County, and City statutes, codes, and ordinances applicable to law enforcement; applicable FAA and TSA regulations; law enforcement principles and practices including investigation, identification, records management, report preparation, and custody of persons and property; equipment used in law enforcement including weaponry, communications, and automotive equipment; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City employees, airport tenants, City officials, and the public; understanding and interpreting complex statutes, ordinances, regulations, and standards; communicating effectively verbally and in writing; developing accurate reports; communicating using a standard two-way radio; customer service and conflict resolution; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Two years of full-time law enforcement experience which must include responding to calls for service and apprehending, detaining, and arresting suspects.

Licenses and Certifications: Possess and maintain a valid state issued driver's license and Missouri POST certification Class A or B for Peace Officer.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Working at or from the Airport requires standing in work areas; walking between airport facilities, buildings and parking lots is required. In an indoor environment finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone.

Must possess the ability to stand, walk, or run for extended periods. Positions in this classification are required to bend, stoop, kneel, reach, push, and pull when making arrests. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Employees must maintain specific hearing and vision requirements to ensure safety to self and others. Employees must possess physical and mental stamina to fire weapons; react and move rapidly from sedentary to active conditions in response to environmental situations; assume a variety of bodily positions and postures necessary to cover or conceal during emergency situations; respond to a physical attack and subdue an attacker or request aid. The employee is occasionally exposed to extreme conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; may be required to work with explosives. Employees may interact with upset members of the public or their representatives while enforcing Federal, State, and local policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, polygraph examination, physical examination, psychological evaluation, and drug test as a condition of employment with the City of Joplin. Position requires additional criminal history records check by the Transportation Security Administration which includes fingerprinting. Must be 21 years of age, a United States citizen, with no felony convictions or misdemeanor domestic violence convictions. Successful completion of annual qualifications and mandated training as determined by the Police Department for sworn law enforcement personnel is required. Tattoos must comply with the grooming policy established by the City of Joplin Police Department. Position is subject to working a variety of shifts including weekends and holidays. Subject to emergency call-in.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	