

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***

**DUTIES** Serves as Safety and Security Specialist in the Airport Operations Department (Department), Washington Dulles International Airport (Airport), Metropolitan Washington Airports Authority (Airports Authority). Inspects and enforces compliance with safety and security procedures for the Airport's Security Program and Directives, and applicable Transportation Security Administration (TSA) and Federal Aviation Administration (FAA) regulations. Monitors ramp and landside operations of the Airport for unusual situations and safety hazards; arranges corrective actions or training with concessionaires, tenants, and other parties. Investigates incidents and supports Airports Authority and Federal officials performing investigations. Performs related functions.

--Patrols and inspects the Airport complex, with emphasis on the terminal buildings and Airport Operations Area (AOA) Ramp Area, both by driving and on foot, to ensure all airport security related mechanisms, procedures, and operations are in compliance with 49 CFR Part 1540 and 1542 requirements. Uses a variety of tools to monitor and assess the Airport's security posture including access control computers, closed circuit television, and management of contract guards at posted locations. Checks for a variety of items such as proper operation of card readers, doors and electronic gate operation, and identification card (ID) display requirements. Maintains constant awareness, observation and analysis of procedures, conditions, activities and changing requirements affecting airport security. Takes action to ensure the containment of potential threats or incidents and advises Supervisor, the Manager, Airport Operations Department, or the designated Airport Security Coordinator for corrective action with responsible employer or organization. Frequently directs tenant and Airport personnel to resolve safety, security or customer service issues. Intercedes to mitigate tenant ramp operational disputes; may seek Airport Operations Duty Manager for guidance or assistance in solving complex issues. Advises when hangar safety or security regulations or conditions require modification to Airport regulations, the Airport Security Program or other approved procedures. Is authorized to confiscate Airport badges, and remove employees and contractors from Airport premises for violations of Airport Security regulations.

--Patrols and inspects the airport complex, with emphasis on the AOA, both by driving and on foot, to monitor compliance with airport safety requirements (14 CFR Part 139). Checks for a variety of items, e.g., vehicles are operated in a proper manner and with proper identification; aircraft having right-of-way; holes or breaks in roadways or perimeter fencing; safety hazards, signage, traffic patterns, etc. Arranges corrective actions or files work orders for repair. Notifies Airport Operations Duty Manager on repairs needed and all problem areas observed.

--Issues violation notices for failure to comply with security or other AOA vehicular operation requirements. Is authorized to immediately suspend airfield-driving privileges for reckless, careless or negligent driving behavior and notifies Supervisor and/or Airport Operations Duty Manager of actions taken. Coordinates, participates or conducts inspections, investigations or corrective actions with U.S. Customs and Border Protection (CBP), TSA and other Federal or airline officials. Conducts vehicle safety inspections for AOA approved vehicles. Checks various items for proper operation and condition, e.g., headlights, turn signals, tires, brakes,

exhaust system, fire extinguishers. Ensures required vehicle insurance is in effect. Develops driver training agenda and test questions concerning AOA driving procedures.

--Patrols non-secure areas of the airport, both by driving and on foot, to monitor departure and arrival roadways, access highway, sidewalks and parking lot conditions; monitors all ground transportation including taxi staging and waiting lines and employee and commercial parking lots. Notes traffic and road conditions and areas in need of trash removal or repair. Monitors for any unusual events, conditions, or problems to include news media, accidents, problems at ticket counters, screening areas, passenger flow, baggage claim areas, curbside, pay and courtesy phones, concessions, restaurants, escalators, elevators, automatic doors, emergency exits, lighting, broken glass, tripping hazards, construction, etc. Ensures satisfactory operation of equipment (baggage conveyors, escalators, automatic doors, etc.), and that no hazardous situations exist that could cause an accident. Arranges corrective actions or files work order. Notifies Airport Operations Duty Manager on all problem areas observed.

--Monitors the activities of various business operations and general facility/utility systems to identify and facilitate effective resolution of problems that may adversely impact the traveling public or efficient operation of the Airport. Examples include monitoring food and beverage facilities for general compliance with health regulations, basic fire codes and basic contract terms (open/close at appropriate times); or identifying a water leak in the terminal. Arranges corrective actions with tenant or files work order. Records deficiencies and notifies Contract Management staff for appropriate follow up.

--Develops training and testing agenda and conducts training for security guards on gate procedures. Monitors quality of security guard service. Develops guard post orders and procedures. Ensures orders and procedures are current and in compliance with TSA regulations.

--Monitors reports on use of card readers. Checks that readers are operating properly and notes any instances of security problems, e.g., individuals attempting access in areas where not allowed or individuals not following required security procedures. In cases of repeated occurrences, contacts and/or meets with supervisor and employee to determine cause of problem.

--Investigates security breaches, other security concerns and major safety violations that occur at the Airport. Collects facts, performs interviews and prepares incident reports which are forwarded to the Manager, Airport Operations Department. Assists the designated Airport Security Coordinator and the Office of General Counsel staff during adjudication of TSA security violations. Conducts monthly security surveys in accordance with TSA requirements.

--Interprets regulations and reviews existing Airport (IAD) Orders and Instructions and the Airport Security Program to update for compliance with TSA security regulations and prepares revisions, subject to management approval, as needed. Develops and maintains an employee handbook concerning the IAD security program. As needed, develops new forms and procedures to facilitate the security process. Responds to inquiries concerning security and safety procedures or violations, and prepares associated correspondence, as needed. On request,

provides assistance to airline security representatives concerning requirements of 49 CFR Part 1544, Airline Security.

--On request, provides support to Airports Authority Departments and Offices or other personnel, e.g., airport operations officers, fire marshals, environmental personnel; TSA, FAA, FBI and airlines, tenants and concessionaires to correct hazardous and unsafe conditions or assist in investigations. Identifies and recommends new procedures as appropriate.

--During Airport emergencies and other events in the ramp or landside areas, serves as First Responder and controls the scene until relieved by an Airport Operations Duty Manager (Incident Commander), as directed by the Emergency Operations Manual.

--May serve as Chairperson of the Airport Safety Committee; assignment is rotated among incumbents annually.

--Communicates and interacts effectively with internal and external business contacts including, but not limited, to other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), contractors/consultants/vendors/suppliers, and airport tenants.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulate data (databases and spreadsheets), and conduct research (Internet use); (b) enterprise software for requisitioning, time and attendance reporting, and other functions; and (c) special systems/software used in the Department.

--Operates a vehicle on and around the Airport complex, airside and landside, to conduct inspections, attend meetings and perform related functions.

--\*Performs other duties as assigned.\*

***Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.***

### **MINIMUM QUALIFICATIONS (MQs)**

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.
2. Seven years of progressively responsible experience (post high school) in safety and security operations that include substantive work in most of the DUTIES in this job description, including (a) inspecting and enforcing compliance with safety and security procedures; (b) arranging for corrective actions or training for violations; and (c) conducting safety and security training.

A fully equivalent combination of education and experience beyond that required to satisfy MQ 1 above may be substituted for up to four years of experience. For example, a bachelor's degree in all field indicating the ability to perform the DUTIES of this job description may be substitute for four years of experience.

## **PREFERRED QUALIFICATIONS**

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. Experience in airport or airline security operations.
2. Airport Certified Employee (ACE) certification in Airfield Operations or Security from the American Association of Airport Executives (AAAE).

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)**

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of requirements and procedures of 49 CFR Parts 1542, Airport Security for Category X airports, the IAD Security Program, and 14 CFR Part 139, Airport Safety, to conduct safety and security inspections and investigations, ensure that airport security and safety programs and procedures are current, conduct SIDA training and respond to inquiries; and 49 CFR Part 1544 and 1546 to assist airlines with their security requirements at IAD.
2. Working knowledge of ground transportation and terminal concessions contractual arrangements, and general airport management principles, particularly of a large Category X or similar airport with hub operations, in order to detect unusual operations or noncompliance; provide effective airport support services; respond to problems and resolve complaints, take appropriate corrective actions; and respond to aircraft or vehicle emergencies and other airport incidents/disasters, as required.
3. General knowledge of aircraft operations, to include unusual aircraft operating characteristics, sufficient to monitor and identify unusual airline operations in the Ramp Area that might adversely impact safe operations.
4. Knowledge of state and airport vehicle safety requirements to conduct vehicle safety inspections.

5. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical, or abstract) to solve a problem. Examples include identifying safety and security violations, planning investigations, and determining resolutions and training.
6. Skill in oral communication to understand verbal information (including instructions, descriptions and ideas) and to express such information verbally so that others will understand. Examples include conducting training classes; and exchanging routine, non-routine, regulatory, or classified security and emergency information with airline representatives, concessionaires, governmental agencies, and Airports Authority staff.
7. Skill in written communication to understand written information (including instructions, descriptions and ideas) and to express such information in writings so that others will understand. Examples include preparing training materials, issuing violation notices, and writing up work orders
8. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.
9. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulate data (databases and spreadsheets), and conduct research (Internet use); (b) enterprise systems/software for time and attendance reporting, and other functions; and (c) special systems/software used in the Department.

**RESPONSIBILITY** Is responsible for inspecting, monitoring and enforcing safety and security procedures at IAD for compliance with Federal regulations and Airports Authority procedures. Monitors ramp and landside operations of the Airport for unusual situations and safety hazards; arranges corrective actions or training with concessionaires, tenants, and other parties. Work directly affects the physical safety and security of an airport strategically located in the nation's capital and the safety and security of airport users.

Reports to the Deputy Manager, Airport Operations Department (Supervisor), through a Supervisory Duty Manager. The incumbent works independently in accordance with established procedures; takes immediate corrective action when security, safety or customer service procedures or standards are violated, or when problems exist with landside or airside operations, and then reports details to the Airport Operations center. Keeps Supervisor or Supervisory Duty Manager informed of situations in progress and potentially controversial matters. Work is reviewed in progress or upon completion for adherence to established policies and procedures, quality, quantity, timeliness, customer service, teamwork and specific performance management goals and measures, and other factors.

Guidelines include TSA and FAA Regulations, IAD Security Program documents, Airport Bulletins, Orders and Instructions, state motor vehicle laws, state fire codes, and industry magazines and other professional sources and contacts. The incumbent works in strict adherence to some guides (such as FAA regulations), and uses judgment to interpret and implement other regulations and guidelines, monitor airport conditions for safety hazards and compliance with

security and safety requirements, and deal with individuals who are in violation of established procedures.

**EFFORT** Moves about on airside and landside areas of the Airport for extended periods for daily patrolling. May walk for extended distances, including ascending and descending stairs. Scans traffic and operations on airfield and landside from a distance, sometimes with binoculars. Closely observes individuals on the flight line or other parts of the AOA and landside areas of the airport. Typically exerts light physical effort in lifting and carrying files, or pushing/pulling file drawers. Occasionally stoops, bends, lifts, and moves items weighing up to 30 pounds such as debris on the airfield, sidewalks or roads. Uses computer and other office equipment; exchanges information by telephone, pager, or two-way radio. Distinguishes color-coded ID badges. Regularly reviews regulations, forms, and other items containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

**WORKING CONDITIONS** Works primarily in an adequately lighted, ventilated and temperature controlled office and Airport buildings but also on the airside of the Airport and other buildings on the Airport grounds. Frequently is on foot and is directly exposed for extended periods to adverse weather conditions, high decibel noise, dust, grease, dirt, fumes, and heat from jet aircraft and moving equipment when patrolling the airfield or landside areas. Exercises care and wears personal safety gear, as appropriate. Must deal forcefully, yet diplomatically, with individuals in confrontational situations such as when a person is in an unauthorized area, operating a vehicle in an unsafe manner, or when investigating security or safety violations.

**OTHER SIGNIFICANT JOB ASPECTS** May be subject to holdover in the event of an airport emergency to assist in the control and management of the event.