

Deputy ARFF Chief/Security & Training Coordinator Tompkins County

Department: Airport

Classification: Competitive

Labor Grade: White Collar Grade 15

Approved: 1/4/2022

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York state registered college or university with a bachelor's degree **AND** three (3) years of full time paid (or equivalent part time) experience in airport operations, airport maintenance or airport rescue and fire fighting experience at an airport with scheduled air service; **OR**
2. Graduation from a regionally accredited or New York state registered college with an associate degree or possession of at least 60 college credit hours of study **AND** Four (4) years of full time paid (or equivalent part time) experience in airport operations, airport maintenance or airport rescue and fire fighting experience at an airport with scheduled air service; **OR**
3. Graduation from high school **AND** Five (5) years of full time paid (or the equivalent part time) experience in airport operations airport rescue and firefighting, and airport security experience at an airport with scheduled air service; **OR**
4. Any combination of training and experience equal to or greater than that specified in (a), (b) or (c) above.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (1) Possession of a valid New York State Commercial Drivers License (Class "B") at the time of application and maintenance of such license for the duration of employment.
- (2) Possession of a FAA accredited Basic Aircraft Rescue and Fire Fighting Course at the time of application and maintenance of such license for the duration of employment.
- (3) Possession of a New York State Basic Recruit Fire Fighter Certificate at the time of application and maintenance of such license for the duration of employment.
- (4) Possession of a current New York State Emergency Medical Technician Certificate at the time of application and maintenance of such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

An individual in this class has responsibility for the operation and supervision of the Airport's Security program and to assist Aircraft Rescue/Fire Fighting, and operation section. This position is responsible for monitoring and controlling airport use as well as supervising all Security and training aspects of the Aircraft Rescue/Fire Fighting section, operations and non-county employees who operate under the airport security program. The incumbent is responsible for staff, contractors and airport tenants as it relates to security mandates under Transportation Security Administration (TSA) Airport Security Plan (ASP). This position ensures all individuals (300 plus) adhere to security directives, mandates, and everyday operation on airport property of all badged individuals. Work is performed in accordance with policies and objectives directed and outlined by Deputy Director of Airport Operations/ARFF Chief and Airport Director. Extensive interpersonal skills are necessary to instruct on all levels of security for roughly 300 badged individuals. Provide training and instruction as well as continued guidance relating to security matters. A high level of organizational and or supervisory skills is also required to plan and coordinate inter-group cooperation the work

performed must follow all federal, state, and local laws and regulations. A variety of knowledge is required to supervise the maintenance work performed. The position also requires knowledge in the field of aircraft rescue and firefighting. Internal contacts are across divisions within the department and require professional collaboration on overlapping work projects and issues that impact the Airport. The incumbent is responsible for Assisting the Airport Deputy Director and ARFF Chief in Coordinating, and training agreements with surrounding mutual aid agencies to mitigate emergencies that exceed the airports emergency resources. The employee is required to interact and negotiate with professional associates and liaisons to develop and administer these services. As a result, considerable interpersonal skills are required, this individual will be responsible for the safety and security of all phases of air carrier airport operations. The work is performed under the general direction of the Airport Director, and the Airport Deputy Director/ ARFF Chief in accordance with established policies and procedures and is not usually subject to more than general administrative controls. The employee is permitted to exercise of a high level of autonomy and independent judgment when carrying out the work. Considerable interpersonal skills are necessary in order to plan and coordinate inter-group cooperation. Supervision is exercised over all Airport Fire Fighter/Operations Technicians and Trainees and the Airport Terminal Services Coordinator. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assigns and supervises all airfield operations and maintenance work across multiple shifts;

In coordination with the Airport Terminal Services Coordinator, assigns and supervises maintenance work in the terminal building and its environs;

Conducts regular inspections of airfield runways, taxiways, safety areas, lighting and security to ensure compliance with FAA rules and regulations;

Responds to emergency calls and coordinates Airport and mutual aid resources to mitigate emergencies;

Operates fire fighting and rescue vehicles and equipment;

Responds to medical emergencies as an Emergency Medical Technician;

Supervises and participates in aircraft rescue and firefighting training as instructor and evaluator;

Ensures the enforcement of safety and security regulations;

Initiates and oversees the training of employees in the use of fire equipment, and operation of motor vehicles and heavy equipment;

Institutes and supervises all safety programs such as; lockout-tagout, personal protective equipment, respirator training and fit testing, and blood borne pathogens training;

Conducts an annual Emergency Plan review and coordinates the tri-annual full-scale disaster drill in concert with airport staff and other mutual aid agencies.

Inspects tenant leased or rented areas.

Maintains regular contact with airport tenants, aeronautical users, FAA, and other county departments;

Compiles staff work schedules and ensures adequate coverage;

Prepares and submits annual budget requests to the Airport Deputy Director and ARFF Chief for Training and Airport Security

Certifies to airlines and airport users that the airport is in safe operating condition.

Operates snow and ice removal equipment;

Conduct All Security classes for airport tenants.

Assists in all aspects of airport management to comply with Federal, State and local laws, rules and regulations, including certification requirements.

TYPICAL WORK ACTIVITIES:

Performs Security inspections of airfield and airport facilities to ensure against hazards and certifies condition of all airport areas to ensure compliance with Federal Aviation Regulations, and TSA;

Serves as designated Airport Security Coordinator, as required by Transportation Security Administration, and is the Primary contact for security related activities and communications.

Drafts and maintains an approved Airport Security Program;

Monitors and enforces federal aviation security procedures, airport rules and regulations, environmental regulations, and safety requirements for more than 300 airport employees;

Conducts fingerprinting for submission to FBI for criminal history background investigations for airport employees and tenants and reviews, controls and appropriately destroys all confidential information obtained;

Troubleshoots and repairs the computerized access control system;

Performs regular systems and operational checks of airport ID/Access Control system;

Performs ID media and key audits;

Monitors airport aviation easement areas to evaluate and mitigate obstructions to navigation;

Responsible for operational training including Emergency Management, training airline, FBO, and other airport personnel, totaling over 300 individuals, of, airport procedures, airport security and airport driver training per federal regulations;

Assists with direction of airport operations and maintenance work including compilation of statistics, work records and personnel management;

Gathers input from Operations staff to Security needs of airport.

Reviews construction documents, drawing, and specifications for all airport capital projects and makes recommendations for changes and improvements regarding site security in compliance with TSA.

Makes hiring and disciplinary recommendations;

Attends job related training and seminars as approved by the Airport Deputy Director / ARFF Chief

May represent the Airport Deputy Director / ARFF Chief in airport and aviation related matters.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of safety practices to adhere to industry standards;

Thorough knowledge of the principles and practices of personnel supervision and leadership;

Thorough knowledge of airport facilities, navigational aids, and aircraft;

Thorough knowledge of aircraft rescue and firefighting procedures and equipment;

Thorough knowledge of the Incident Command System;

Thorough knowledge of Federal, State and local rules and regulations applying to airport certification, operations, security, construction and airport management;

Thorough knowledge of the principals, methods, tools and materials used in airport maintenance and construction;
Thorough knowledge of Airport Certification Manual;

Thorough knowledge of Airport Security Program;

Ability to work effectively under stressful conditions, analyze situations, and rapidly make accurate decisions in life threatening situations;

Ability to understand, interpret and explain rules and regulations to staff and others;

Ability to keep records and prepare detailed written reports;

Ability to communicate effectively both verbally and in writing;

Ability to plan and supervise training of others across shifts;

Ability to maintain an effective working relationship with other employees, the public, and agencies associated with the operation of the airport and deal with issues in a courteous and tactful manner;

Sound judgment, initiative, and resourcefulness are all required;

Willingness to work outdoors in adverse weather conditions;

Willingness to perform aircraft rescue and firefighting duties as required;

Ability to read and understand blueprints and contract documents;

Ability to keep records and prepare detailed reports;

Ability to communicate effectively both verbal and written;

Ability to work efficiently with other County departments, contractors, consultants and airport tenants;

Sound judgment, initiative and resourcefulness;

Tact and courtesy;

Available 24 hours for airport security and aircraft emergencies;

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS: Please note that these are illustrative only and do not attempt to address every type of physical, mental or environmental factor that may exist when performing the typical work activities outlined above.

Physical: The employee is routinely required to stand, walk, kneel, stoop, crouch, bend, reach and twist multiple times during an eight-hour, or occasionally longer, work day. In an emergency response situation, such as an aircraft disaster, the employee must have the physical ability to lift, push or pull or carry the weight of a human body (up to 250 pounds with mechanical or human assistance). While performing other duties, the employee may be required to lift, carry and/or hoist overhead as much as 60 pounds. An individual in this role is required to have sufficient visual and auditory acuity to be able to perform acceptably and avoid risks and dangers to him or herself and co-workers. He or she is required to speak and communicate sufficiently to avoid risks and dangers to him or herself and co-workers. The employee must be able to firmly grasp tools, equipment and machinery parts. He or she is required to have fine motor skills and sufficient hand/eye coordination necessary to manipulate, repair and install large and small parts. Head, hands, arms, legs and feet must all work together in coordination in order to enable an individual to perform the essential functions of this job. He or she must have the full physical ability to operate and drive all kinds of heavy and light equipment as well as trucks, most with a clutch and standard transmission configuration, some with many gear options.

Mental: The work involves moderate demands due to unpredictable fluctuations in work volume, regular changes in work priority and occasional conflicting deadlines.

Environmental: The employee must possess a psychological makeup and the interpersonal skills necessary for him or her to work cooperatively with others. He or she must be able to walk on slippery or uneven surfaces, have the ability to work alone, both inside and outside, and may be exposed to dust, dirt, grease, humidity, excessive heat (occasionally above 100°) and excessive cold (often below 32°).

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