

POSITION DESCRIPTION

TITLE: **Airport Operations Officer- Checkpoint Bravo**

IMMEDIATE SUPERVISOR: **Operations Supervisor and/or Director of Operations**

INTRODUCTION:

This position is responsible for securing the Checkpoint Bravo vehicle access point to the Security and Identification Area (SIDA) of the Air Operations Area (AOA). The person filling this position will be required to ensure personnel and vehicles entering the Checkpoint comply with Airport and FAA rules and regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Stand an alert and courteous watch
- Maintain positive control of all vehicles entering the SIDA have valid airport badges and that they are properly displayed
- Ensure vehicles operating on the AOA have proper documentation and lighting
- Ensure all personnel entering the SIDA have valid airport badges and they are properly displayed
- Record license number, company name, drivers name and passengers name(s) (if applicable) in a logbook of all personnel accessing the SIDA
- Be alert and report possible security breeches
- Complete random vehicle searches looking for suspicious items being brought into the SIDA
- Ensure foot traffic is not using the vehicle access point to the SIDA

ENVIRONMENT:

- Small guardshack [7'9" x 6'1"] located at the vehicle access point to the Security and Identification Area (SIDA) of the Air Operations Area (AOA)
- Exposure to all weather conditions as needed to perform inspection of vehicles and personnel.

PHYSICAL REQUIREMENTS:

- Ability to stand for long periods of time to keep pace with level of vehicle traffic through Checkpoint Bravo as airport activity demands.
- Ability to climb one step up into the guardshack and climb down one step out of the guardshack, and walk to the driver's side of each vehicle to conduct inspections.
- Ability to use mobile stairs to access the interior cab and cargo area of larger-sized vehicles that require interior inspections.

QUALIFICATIONS:

- Ability to communicate with the public in a polite manner
- Ability to communicate via two-way radio and telephone with the Operations Supervisor
- A high school graduate or equivalent certificate
- A valid Florida driver's license
- Possess ability to pass security screening and airport badging requirements