



Job Title:	SECURITY GUARD – Tri-Cities Airport
Department:	Operations and Facilities Maintenance
Reports To:	Facilities Manager – Tri-Cities Airport
FLSA Status:	Union, Full-time, Non-exempt
Salary:	In accordance with Collective Bargaining Union Contract

*This description represents the **essential functions and accountabilities** of the position. The knowledge, skills, abilities, education, experience, licensing or certifications are representative of the requirements necessary for successful performance of these essential functions/essential accountabilities.*

JOB SUMMARY:

The purpose of this position is to safeguard the Tri-Cities Airport property from theft, damage, sabotage, provide runway and taxiway system inspections, and conduct routine patrols of the airport terminal building area, airport industrial park, and perimeter boundaries for fire protection and security. The Port of Pasco Tri-Cities Airport is required to comply with Federal Aviation Rules and Regulations in the operation of the airport.

At no time will the security guard use force to handle a situation, attempt to apprehend a dangerous criminal or take the law into their own hands. This position is NOT a law enforcement agent.

ESSENTIAL FUNCTIONS & DUTIES:

- Successful completion of and use in training modules in airfield and aviation safety.
- Successful use of two-way radio communications between FAA ATCT, pilot in command and local law enforcement as needed.
- Perform daily airfield inspections of runways, taxiways and associated aircraft aprons, document and report inspections and any action taken for the safety and security of flight.
- Winter Operations require airport guards to conduct and report Runway Condition Reports when freezing rain, snow and or ice is imminent. Reports are to be completed and given to the airlines and Air Traffic Control Tower prior to 5:00 a.m., using the Braking Co-Efficient Meter for airfield braking action reports and to report to the Maintenance Supervisor for implementing snow/ice control plans.
- Guards shall assist as required or directed in all aspects of snow removal, including but not limited to snow plow operation, hand shoveling, sanding, application of snow removal chemicals and related operations to all relevant air operation areas and from roadways, walkways, parking lot entrances and exits to maintain safe access to the terminal building for all pedestrian traffic.
- Complete scheduled rounds to check the Terminal property both inside and outside including securing the entrances after hours.

- Maintain a daily log sheet and complete applicable incident reports that provide a detailed record of the daily activities in and around the Airport, to include date, time, location and description of activity.
- Security guards are to protect Airport property to whatever extent possible, without injury to themselves, by remaining alert to the hazards of fire, vandalism, or criminal suspects or activities.
- Use judgment on whether occurrences require immediate notification of the facilities manager or emergency personnel.
- Check the perimeter of the Tri-Cities Airport, and the function of building security equipment such as automatic locks and electronic gates that access the airfield.
- Make routine inspections of buildings, including offices, warehouses, shops, and other facilities to ensure against existence of fire hazards.
- Conduct surveillance rounds to include inspections of buildings, grounds, parking lots and the toll plaza area and required to record the rounds.
- Contact toll plaza personnel in person a minimum of once every hour.
- Pick up trash, weeds and other materials which constitute a hazard to the safety of the buildings and haul it to the dumpster for disposal.
- Check sprinkler system heating unit once every shift or more often during cold weather, depending on the severity of the weather.
- Report leaks, loose doors, broken windows, defective plumbing and other items requiring maintenance and/or repairs to the facilities manager.
- On occasion, act as custodial staff and respond to calls at the Terminal Building to clean up mishaps that occur when custodians are not on shift.
- Report all poor housekeeping items by listing them on the daily activity log.
- Guards will operate vehicles on the airfield and are to utilize instructions provided in the Vehicle Operations Handbook.
- Will check fire alarm and fire suppression systems and have a working knowledge to allow for uninterrupted services.
- May be required to escort and accompany construction personnel and equipment on the airfield during times of construction.
- Will be responsible and accountable for issued tools and equipment.
- Will interact and coordinate with the Pasco Fire Department, the Pasco Police Department, and other emergency responders as needed.
- May be required to provide assistance to parking lot patrons whose vehicles have dead or low batteries or may be stuck in the snow.
- At certain times, guards may be the only representative of the Port and therefore must monitor, make decisions and take action that is in the best interest of the Port and the public. Guards are responsible for involving and communicating with management in such situations, as needed.
- Perform duties in conformance with proper health and safety, and observe all safety regulations and carry out work requirements without endangering fellow employees or the public.
- Possess a flexible schedule to allow for overtime work situations, early morning, and late night snow removal and for other special events or emergencies.
- All other reasonable duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Write and/or print legibly and accurately.
- Ability to interpret instructions, both written and oral; communicate effectively both orally and in writing; comprehend and use the English language effectively.
- Ability to work effectively with others and accept supervision and technical guidance as necessary.
- Capable, professional and willing to accept responsibility.
- Prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently and meet critical time deadlines.
- Possess the ability to work effectively with others and accept supervision and technical guidance as necessary.
- Use tact, initiative, and prudence with staff, tenants and the public.
- Attendance and punctuality is expected and required to maintain employment.

REQUIRED EDUCATION & EXPERIENCE:

Education & Experience Requirements:

- High School diploma, or GED equivalency.

Licenses, Certifications & Other Requirements:

- Must be 18 years old.
- Must be a US citizen, or authorized to work in the United States.
- Possess a valid Washington state driver's license, or ability to obtain one within 30 days of employment.
- Meet the minimum Motor Vehicle Standards of Port's auto insurance carrier.
- Must successfully pass a pre-employment drug screening, medical examination and 10-year background investigation required by the Transportation Security Administration.
- Pass the Federal Aviation Administration training modules on operating on an airport.
- Must be able to obtain and maintain an Airport security badge (SIDA) as a condition of employment.
- First Aid and CPR certification is required.

WORKING CONDITIONS:

Environment:

- The working environment is both indoors and outdoors. This position is subject to a variety of extreme weather conditions, noise and strong odors and fumes. The position is susceptible to mechanical, chemical, electrical and safety hazards associated with an airport.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to speak and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, entering and exiting a vehicle, climbing a ladder and manual dexterity. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Operation of a motor vehicle is required.

Work Schedules:

- Security guard shift schedules are:

Shift A: Monday, Tuesday, Friday: 4:00 PM to 1:00AM (9 hours)
Wednesday, Thursday: 4:00 PM to 12:00 AM (8 hours)
Shift B: Saturday, Sunday: 1:00 AM to 12:00 PM (11 hours)
Monday, Tuesday, Wednesday: 1:00 AM to 8:00 AM (7 hours)
Shift C: Thursday, Friday: 12:00 AM to 8:00 AM (8 hours)
Saturday, Sunday: 12:00 PM to 1:00 AM (13 hours)

Holidays are split shifts.

- When a legally recognized holiday falls on an employee's normal work day, the employee is required to work his/her normal shift unless on authorized leave.
- When a legally recognized holiday falls on an employee's normal day off, the employee will be paid for eight (8) hours at the normal rate of pay.
- One (1) thirty (30) minute lunch break and two (2) fifteen (15) minute breaks will be allowed per shift. These are to be scheduled as to not interfere with airport operations or other job duties.
- Overtime (over 40 hours per week) will be paid in accordance with the Union contract.

SELECTION GUIDELINES:

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job classification description does not constitute an employment agreement between the Port of Pasco and employee and is subject to change by the Port as the needs of the Port and requirements of the position change.