

JOB TITLE: TRI-CITIES AIRPORT GUARD

SUPERVISION BY: MAINTENANCE SUPERVISOR

JOB DESCRIPTION: (DESCRIPTION OF DAILY WORK TASKS)

The purpose of the airport guard is to protect Port of Pasco property and the well being of the general public outside of regularly staffed hours of operation. Duties involve routine foot and vehicle patrols of the airport terminal building area, airport industrial park and perimeter boundaries for fire protection and security.

Aeronautical areas require the knowledge and use of communication radios, the ability to understand and comply with Federal Aviation Regulations. Guard position personnel interface with the public and tenants of the Port of Pasco. Personal grooming and conduct shall be appropriate as to not reflect in a negative manner.

Work assignments are carried out on a schedule designed by the Maintenance Supervisor as programmed by airport management. The Port of Pasco reserves the right to add or delete duties as deemed necessary. A listing of work rules and standards of conduct will be reviewed and acknowledged by the employee at the time of employment. Other duties as assigned.

JOB REQUIREMENTS:

- Must be at least 18 years of age.
- Must be a High School graduate or possess a GED equivalency.
- Must be a U.S. Citizen.
- Able to fluently speak and understand the English language.
- Possess a valid Washington State Driver's License.
- Must successfully pass a pre-employment medical examination & drug screening.
- Possess the ability to interpret instructions, both written and verbal.
- Capable of writing and/or printing legibly and accurately.
- Must be capable, mature and willing to accept responsibility.
- Work attire shall remain flexible to allow work in conditions of inclement weather.
- Possess the ability to work effectively with others and accept supervision and technical guidance as necessary.
- Expected to perform duties in conformance with proper health and safety, to observe all safety regulations and to carry out their work 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.
- Be physically capable to perform duties that require an individual to bend, stoop, reach, lift 90 pounds, push pull, twist, climb a ladder, and any other normal moves required in the performance of the job.
- Be responsible and accountable for tools and equipment and for their use in the work place.
- Make entries in the daily log book of their activities during shift and sign the log book at the end of the shift. Any unusual occurrence shall be reported in written form and other information passed down as necessary.
- Utilize time clock key punch recorder when making vehicle surveillance rounds. Unless other safety/security issues are at hand, one recorded round shall be completed each hour.
- Surveillance rounds include inspections of buildings, grounds, parking lots and the toll plaza area.
- Contact toll plaza personnel in person a minimum of once every hour.
- Guards will not leave the premises while on duty other than for an emergency situation.
- Complete minor repairs to facilities equipment in absence of maintenance personnel.

- In absence of airport management guards are to make daily airfield inspections before 7:00 a.m. Inspections are to be completed when the air Traffic Control Tower is in operation.
- Adverse weather conditions require guards to use a Tapley Braking Co-Efficient Meter for airfield braking action reports and to report to the Maintenance Supervisor for implementing snow/ice control plans. Runway Condition Reports are to be completed and given to the airlines and Air Traffic Control Tower prior to 5:00 a.m.
- Guards shall assist as required or directed in all aspects of snow removal, including but not limited to snow plow operation, hand shoveling, sanding procedures, 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.
- Guards operating vehicles on the airfield are to utilize instructions provided in the Vehicle Operations Handbook.
- Required to pick up trash and other unsightly materials which constitutes a hazard or distracts from the overall appearance of the property.
- Required to check fire alarm and fire suppression systems and have a working knowledge to allow for uninterrupted services.
- Guards are to protect Port property to whatever extent possible without jeopardizing their well being. Challenge persons that are in areas of security concern and other areas which are in question.
- May be required to escort and accompany construction personnel and equipment on the airfield during times of construction.
- 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 judgmental decisions and take actions that are in the best interest of the Port and the public.

PREFERRED PERSONAL CHARACTERISTICS

Airport guards may deal with the public and Port tenants on an intermittent basis as he/she goes about their daily work. The following attributes would be highly desired of any individual hired by the Port of Pasco:

- Honesty
- Personal and official integrity
- Initiative and industry
- Resourcefulness
- Ability to work under pressure
- Dependability
- Emotional stability

GENERAL:

All work schedules, shift assignment, vacations, etc., will be approved by the Maintenance Supervisor or the Assistant Director of Airports, utilizing the following guidelines:

- Assuring sufficient personnel are on duty to meet known and estimated responsibilities to the general public and tenant employees.
- Sound judgment regarding overtime assignments.
- Assuring all airport guard personnel remain aware of assignments affecting their shifts.
- Awareness of individual desires and well being of our employees.
- Assuring that all supervisory personnel remain aware of personnel/schedule changes, etc.
- All shift work exchanged between individuals (swaps) must be pre-approved by the Maintenance Supervisor or the Assistant Director of Airports. Exchanges (swaps) will not affect the pay of the parties exchanging shifts.
- There will be NO firearms allowed on airport property by employees.
- All airport guard personnel will be responsible to the Maintenance Supervisor, Terminal Services Manager, the Assistant Director of Airports, and the Director of Airports.

- The appointing power may terminate the employment of an airport guard, if during the performance of his/her duties, the employee is found unfit or unsatisfactory for the airport guard position.
- Termination of employment by the appointing power may be subject to guidelines set forth in the contract between the Port of Pasco and the representing union.

SHIFT SCHEDULES:

Airport guard positions are currently set up in a schedule as follows:

- Shift A Begins at 4:00 pm and ends at 1:00 am on Monday, Tuesday and Friday. On Wednesday and Thursday, the shift begins at 4:00 p.m. and ends at 12:00 a.m. Saturday and Sunday are normal days off.
- Shift B Begins at 1:00 a.m. and ends at 8:00 a.m. on Monday, Tuesday and Wednesday. On Saturday and Sunday, the shift begins at 1:00 am and ends at 12:00 pm. Thursday and Friday are normal days off.
- Shift C Begins at 12:00 am and ends at 8:00 am on Thursday and Friday. On Saturday and Sunday, the shift begins at 12:00 pm and ends at 1:00 am. Monday, Tuesday and Wednesday are normal days off.

Shift schedules may be adjusted to conform with contract guidelines or during adverse weather conditions or emergency situations to better facilitate the effectiveness of the Tri-Cities Airport.

WORK SCHEDULE:

- Overtime (over 40 hours per week) will be paid at the rate of 1.5 times the normal rate of pay when approved.
- Holiday work will be paid at one and one half (1.5) times the normal rate of pay for hours worked in addition to eight (8) hours of holiday pay.
- 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 coffee breaks will be allowed per shift. These are to be scheduled as to not interfere with airport operations or other job duties.