



EMPLOYMENT OPPORTUNITY

AIRPORT SAFETY & SECURITY GUARD- PART TIME **OGDEN CITY AIRPORT**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

POSITION SUMMARY

To perform a wide variety of airport safety & security related duties for the Airport division; and to provide information and assistance to airport tenants and the public regarding the division to which assigned. The Ogden Airport is classified by the FAA as an FAR 139, Class One Airport and classified by TSA as a Category III Airport. This position is a shared responsibility where two or more personnel will cover one four-hour shift each night between the hours of approximately 9:00 p.m. and 6:00 a.m. seven (7) nights each week.

The Airport Safety & Security Guard's primary responsibility is to patrol and inspect various areas of the Ogden Airport; to observe situations and incidents; to discern when to call supervisory personnel and when to just write a report describing the circumstances & facts. Receives general supervision from supervisory and management staff. Performs a variety of duties to enforce the security of the Airport. Discover, prevent, and report the commission of crimes, check buildings for physical security; provide quality service to all members of the Airport community fairly, honestly, equally and with respect for human dignity.

Receives direct direction from the Airport Maintenance Supervisor and indirect direction from the Division Manager.

EXPERIENCE AND TRAINING STANDARDS

Two years of paid experience in an aviation environment. High School Diploma or GED Equivalent. Possession of or the ability to obtain a valid Commercial Utah driver's license (CDL). Must be able to successfully complete a TSA required fingerprint criminal background check for an Airport SIDA badge. Must be willing to take a drug screen test.

NIMS REQUIRED TRAINING

Employee will be required to complete NIMS IS100 and IS700 within three months of hire.

Failure to obtain/maintain license and certificate as outlined above may result in termination from the position.

ESSENTIAL JOB FUNCTIONS

- Provide information and assistance to the public & airport tenants regarding department activities, projects, and general information.
- Patrol the Airport's perimeter fence line nightly, both from the exterior & interior roads. Patrols are based upon the TSA criteria described in the Airport Security Program (ASP).
- Communicate with aircraft & pilots both on the ground and in flight using an aviation radio and Airport frequencies.
- Inspect all airport runways, taxiways, taxi lanes, and aprons. Ensure all runway, taxiway, and navigational aids lights are illuminated and functional.
- Participate in SIDA or AOA escorts for unbadged personnel & contractors.
- Participate in snow removal & monitoring the safety at airport construction sites.
- Recommend improvements in workflow, procedures and use of equipment and forms.
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Perform other duties and responsibilities as required.

QUALIFICATIONS

Knowledge, skills, abilities:

- Proficiency in modern office equipment and technology (i.e. copy machines, laptop & tablet computers).
- Principles of report preparation and production.
- English usage, spelling, grammar, and punctuation.
- Experience in operating a two-way aviation radio.
- Understanding of snow removal equipment and methods.
- Organize one's own time and workload in accomplishing assignments. Must be able to work independently, as necessary.
- Maintain accurate program files and maintain strong attention to administrative details.
- Work effectively with the general public and airport tenants.
- Set up and operate audio/visual equipment necessary for meetings and presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to comply with all city policies and regulations, including safety and risk management standards.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time, operating assigned equipment.
- Maintain mental capacity which allows for effective interaction and communication with others.

WORKING CONDITIONS

The work conditions described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Work in an outdoor environment, inside a city-owned vehicle, and some indoor work at the Airport Maintenance Shop. Sustained posture in a seated position and prolonged periods of typing. The employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to lift and or move up to 50 lbs.

Criminal History and/or Financial History Background Check: Successful applicant must pass background check.

Veteran's Preference Points: Applicants **MUST** submit a copy of his/her DD-214 during interview process to receive veteran's points. This is for initial appointments only.

Driver License Report (MVR): Driver license report (MVR) will be obtained by the Human Resource Division is applicable.

Salary: \$15.00 per hour – Work will not exceed 29 hours per week. Will work various shifts including evenings, holidays, and weekends.

Application Procedure: On-line applications will be accepted at www.ogdencity.com until filled. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE

AA/EOE/ADAAA

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