

**MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
NOTICE OF JOB OPENING**

Completed Application Packages will be accepted from 9:00 A.M. to 3:00 P.M. in the Human Resources Office Monday thru Thursday, located at the Memphis International Airport 2491 Winchester Road Terminal - A, Memphis, Tennessee, 38116. **All applicants must submit an Application, Personal History Package, supporting documents, and Pre-Screen Questionnaire in order to be considered for this position. Incomplete applications and personal history packets will not be accepted.**

The MSCAA Police Department will determine, based on their needs when the hiring process will be completed. All applicants who have met the minimum qualifications and have their application package completed and submitted to the Human Resources Office will be notified of such date.

POSITION: AIRPORT POLICE OFFICER
STARTING SALARY: Monthly \$4,237.96 / Hourly \$24.45
POLICE ELIGIBILITY LIST
DEPARTMENT: PUBLIC SAFETY

JOB PURPOSE: Responsible for providing security of all assigned Airport buildings and grounds, and the enforcement of Airport Authority rules and regulations and all applicable local, state and federal laws in a courteous professional manner.

ESSENTIAL JOB FUNCTIONS:

1. Uses a relatively high degree of concentration and attention to patrol assigned areas using foot patrol, patrol cars, and other vehicles, such as a bicycle or Sedgeway T-3. Visually observes all assigned areas to ensure proper security and prevent trespass or unauthorized or hazardous use. Works in both indoor and outdoor environments with exposure to all possible weather conditions.
2. Takes appropriate law enforcement action as required or assigned.
3. Fulfills the requirements of an armed officer at passenger screening points in accordance with 49 CFR Part 1542. Uses close visual observation to screen passengers in order to maintain security and safety.
4. Uses hands and arm gestures to direct vehicular traffic. Uses visual observation and analytical skills to investigate vehicular accidents on Airport property and produces detailed written accident reports.
5. Uses verbal communication and knowledge of Airport to provide assistance to the public.
6. Implements appropriate emergency procedures in the event of aircraft accidents, including crowd control, and safeguarding of lives and property. During off-duty hours, responds to an emergency upon request of proper authority. Uses manual dexterity to operate computers and portable radios used to communicate with other police officers, tenants, etc.
7. Provides escorts to vehicles requiring access on the air operations areas to ensure maximum safety to aircraft and passengers.
8. Administers first aid including CPR in emergency situations.
9. Utilizes radio communication with aircraft and fixed base units.
10. Uses physical force and police-trained methods when required, to apprehend persons suspected of violations of the law. Requires lifting, dragging and manhandling persons weighing on average of 170 lbs. Assesses situations and apparent facts before taking action. Maintains self-composure and acts with a high degree of independence while performing assigned duties.

11. Uses written and verbal communication skills to communicate with others and to prepare written reports. Uses analytical skills to conduct necessary research.

OTHER JOB FUNCTIONS:

1. Assists other Airport Police personnel as needed.
2. Prepares reports as required.
3. Appears in court when required.
4. Other job duties as may be assigned.

REQUIREMENTS:

KNOWLEDGE - Requires good written and verbal communication skills. A minimum requirement of an Associates Degree; or 60 semester hours from an Airport Authority recognized accredited college or university, with at least a 2.0 average on a 4.0 scale in each course of study; or two years of Authority-recognized law enforcement experience or two years as an Airport Authority employee; or four years of military service and must not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States. Certification by the State of Tennessee Peace Officer Standards and Training Commission as a law enforcement officer is preferred upon hire and regardless, will be required within six months of employment and thereafter as a condition of continued employment. Must be 21 years of age, a US citizen, and possess a valid driver license.

MENTAL - Requires a relatively high degree of concentration and attention to patrol assigned areas using foot patrol and patrol cars.

PHYSICAL - Requires standing approximately 80%, sitting approximately 20% and occasional lifting weights up to 50 lbs., approximately 1% of time, involves bending, stooping, crouching and reaching, approximately 5% of time, and the ability to use adequate physical force to apprehend suspects and provide necessary crowd control, upon demand. Must have the ability to wear a tight fitting respirator in accordance with OSHA regulation 29 CFR 1910.134

ENVIRONMENTAL - Requires capability of performing essential job functions in an office environment, patrol car and outdoor environments with some exposure to all weather conditions.

MANUAL DEXTERITY - Requires use of hands, arms and/or feet for using portable radios, taking the appropriate law enforcement action needed to provide proper security levels, apprehend suspects, provide necessary crowd control, provide first aid and enforce all Airport Authority rules and regulations.

AUDIBLE - Requires ability to verbally communicate with Airport Police personnel in person and via portable radios, provide crowd control and verbally communicate with the public.

VISUAL - Requires the ability to visually observe buildings, facilities and grounds when patrolling assigned areas, drive a patrol vehicle, monitor safety and security procedures and read written instructions, reports and documentation.

SECURITY/SAFETY – Must successfully complete a fingerprint-based criminal history check and a ten (10) year employment history.

WE ARE COMMITTED TO A DRUG FREE WORKPLACE, ALL JOB APPLICANTS AND EMPLOYEES ARE SUBJECT TO DRUG TESTING AND A FINGERPRINT-BASED CRIMINAL HISTORY CHECK

**MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
IS AN EQUAL OPPORTUNITY EMPLOYER
EOE, M/F, D/V**