Career Opportunity
Memphis-Shelby County Airport Authority

Job Title:	Airport Emergency Dispatcher (Nonexempt)
Department:	Operations & Public Safety
Deadline to Apply:	Open Until Filled
Annual Rate:	$48,478.35 - $53,864.72
Job Number:	2021-06-15 OPAED

About the Job

Under moderate supervision, responsible for continuous monitoring of emergency and non-emergency radio frequencies, systems including closed circuit television, access control, alarm, and Computer-Aided Dispatch (CAD) as well as dispatching police and non-police personnel in response to any incidents.

Responsibilities

1. Operates Airport Communication Center telephone, radio equipment, paging system, and emergency notification system to monitor emergency communications and dispatch fire, police, and operations.

2. Monitors all activity in airport buildings and airport grounds using closed circuit television. Uses an access control system to monitor secure access within the airport and to Aircraft Operating Areas (AOA). Maintains situational awareness of airfield conditions and emergency situations to responds to questions from designated staff.

3. Assists in adherence to regulatory compliance of Federal Aviation Regulations (FAR) Part 139 including record-keeping requirements, Transportation Safety Regulations (TSR) 1540 and 1542. Assists Airport Operations with issuance of Notice to Airman (NOTAMs)

4. Responds and prioritizes calls of a routine and emergency nature, including calls involving life threatening situations. Maintains an assuring and calming approach at all times, as well as communicating accurately and effectively with public, airport tenants, contractors, and all other airport related personnel. Determines appropriate personnel and resources to dispatch to incidents.

5. Maintains critical documentation for emergency operation procedures. Coordinates irregular operations, airport emergencies, or diversions with Airport Operation. Notifies supervisor of critical situations.

Requirements

KNOWLEDGE - Associate Degree/equivalent. Airport Certified Employee (ACE) Security, and/or Certified Member (C.M.) designation preferred. Must obtain National Crime Information Center (NCIC) certification within six (6) months of employment.

Three (3) years of experience in an Airport environment, Emergency Service Dispatching, or equivalent combination of experience and education. Knowledge of Microsoft Office Applications (Outlook, Word, Excel, PowerPoint). Strong organizational, time management, human relations, written and verbal communication skills.

How to Apply

Go to www.flymemphis.com, click Connect, select Careers, then click on the link to complete the **Airport Emergency Dispatcher Application Package** under Job Postings.

Completed applications can be mailed to Attention Human Resources, 2491 Winchester Road, Suite 113, Memphis, TN 38116. Applications and resumes can also be emailed to apply@flymemphis.com or faxed to 901-344-2487.

The Human Resources Office is located on the Mezzanine Level of Terminal A at the Memphis International Airport.

Office: 901-922-8049

Job Hotline: 901-922-8398

Fax: 901-344-2487

Email: apply@flymemphis.com

We are committed to a Drug Free Workplace.
All job applicants and employees are subject to drug testing and fingerprint-based criminal history checks.

The Memphis-Shelby County Airport Authority is an
Equal Opportunity Employer
EOE, M/F, D/V