

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

3-22-96

SENIOR AIRPORT SAFETY OFFICER, 3203

Summary of Duties: A Senior Airport Safety Officer works with and assigns, reviews, and evaluates the work of Airport Safety Officers engaged in firefighting and rescue operations related to aircraft crashes and in enforcing fire safety rules and regulations at Department of Airports facilities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Senior Airport Safety Officer has direct supervision of and works with a group of Airport Safety Officers on an assigned 24-hour watch. A Senior Airport Safety Officer assists the Chief Airport Safety Officer in directing and controlling fire suppression and fire safety in the latter's absence. As a watch commander, an employee of this class must provide adequate direction and control in special and unanticipated situations and is subject to recall in emergencies. A Senior Airport Safety Officer follows established procedures and policies. An employee of this class receives assignments orally and in writing. Work is reviewed in terms of results attained and through reports of activities and incidents.

Incumbents in the class of Senior Airport Safety Officer, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, evaluation of performance, and time off requests.

Examples of Duties: A Senior Airport Safety Officer:

- Supervises, trains, and works with a group of Airport Safety Officers on an assigned watch engaged in firefighting and rescue operations, enforcement of fire prevention laws and regulations, administering first aid, and airport fire safety patrol;
- Supervises the maintenance and operation of firefighting equipment, apparatus and facilities;
- Prepares and conducts fire prevention training programs which include field drills, classroom instruction, and meetings;
- Assists in the review and maintenance of various records and journals, including timekeeping, budget requests, requisitions for supplies, personnel records, general incident reports, property damage reports and watch activity logs, conducts roll call, makes assignments, and issues instructions by radio or direct contact;

Examples of Duties (Cont'd):

- Calls in off-duty personnel for relief or emergencies;
- Acts for the Chief Airport Safety Officer in the latter's absences;
- Communicates equal employment/affirmative action information to employees;
- ! Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities.

A good knowledge of:

- Effective supervisory principles and practices including planning, delegating, and controlling the work of subordinates;
- Fire suppression and prevention for both structures and aircraft;
- Crash rescue operations;
- Operation and maintenance of firefighting apparatus and equipment;
- Techniques of training, instructing, and evaluating subordinates work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- ! First aid practices and procedures;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices.

A working knowledge of:

- Laws and regulations related to equal employment opportunity and affirmative action;
- Federal, State, and Local laws and regulations governing airport fire safety operations.

A general knowledge of:

- Memoranda of understanding as they apply to subordinate personnel;
- City personnel rules, policies, and procedures.

The ability to:

- Train subordinates in airport safety activities;
- Deal tactfully and effectively with employees, tenants, and the public;
- Analyze emergency conditions and adopt quick and effective courses of action;
- Assist in the planning, directing, and coordinating the work of employees on a watch under normal and emergency conditions;
- Prepare reports and keep routine logs;
- Establish and maintain a work environment to enhance both employee morale and productivity.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

Minimum Requirements:

Two years of experience as an entry-level Airport Safety Officer is required.

Licenses:

A valid California driver's license and a good driving record is required prior to appointment. A valid California Emergency Medical Technician (EMT) certification is required prior to appointment.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.