

Summary of Duties: Plans, organizes, and directs firefighting and rescue operations related to aircraft crashes, and structural fires, and to the enforcement of security, traffic, and safety rules and regulations at a Department of Airports facility; and does related work.

Distinguishing Features: The Chief Airport Safety Officer plans and directs the overall fire prevention and security activities at a Department of Airports facility. An employee of this class establishes procedures and policies pertaining to safety activities, interprets other department policies, and selects, trains, and assigns safety personnel. A Chief Airport Safety Officer must coordinate law enforcement, safety, civil defense, and related public relations programs, including emergency procedures with tenants and other agencies. Assignments are received orally and in writing from the Airport Manager in terms of general directives. Work is reviewed in terms of the general effectiveness of the airport safety program.

Examples of Duties: Plans, organizes and directs the fire prevention and firefighting activities and the enforcement of security, traffic, safety, and fire prevention laws and regulations at a Department of Airports facility; directs the operation and maintenance of safety equipment, apparatus, and quarters; assumes command at sites of emergencies; selects, trains and reviews the work of safety personnel; reviews security requirements and recommends adopting or amending policies, rules and regulations; coordinates safety inspections; supervises preparation of personal injury and property damage reports; establishes and maintains public and tenant goodwill; coordinates mutual fire protection and law enforcement plans with surrounding municipalities and agencies; maintains operational records and prepares section budget requests, and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of effective supervisory principles; good knowledge of firefighting, prevention, and investigative methods and techniques, including those pertaining to aircraft crashes and emergencies; a good knowledge of the operation and maintenance of firefighting apparatus and equipment; a good knowledge of the methods and techniques of patrolling and safeguarding buildings, installations, and adjacent facilities; a good knowledge of local, state, and federal laws and regulations governing airport safety operations; a good knowledge of laws of arrest and the elements of misdemeanor and felony offenses; a good knowledge of safety principles and practices; a working knowledge of the functions of other organizations and agencies concerned with airport safety operations; a working knowledge of the principles, practices and techniques of organization, administration, supervision and training; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of

the care and safe use of firearms; a working knowledge of first aid principles and techniques; a general knowledge of City personnel rules, policies, and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to deal courteously and effectively with employees, tenants and the public; the ability to plan, direct, and coordinate the airport safety program under normal and emergency conditions; the ability to effectively represent the department in dealings with other agencies, groups, and officials; the ability to prepare and review technical and administrative reports; and the ability to analyze a variety of situations and adopt quick, effective courses of action.

Two years of experience as a Senior Airport Safety Officer, or five years of experience as a second level supervisor engaged in planning and directing the activities of personnel engaged in aircraft crash firefighting and crash rescue operations is required.

Candidates must be qualified under California State law for peace officer status.

Citizenship: U.S. Citizenship is not required prior to employment. Non-citizens may submit proof they applied for citizenship one year prior and can then take the examination and be hired. California State law requires that citizenship be obtained as soon as possible for continued employment.

License: A valid class B California driver's license, and an Auxiliary Peace Officer permit issued by the City of Ontario, are required.

Appointment to a position in this class is subject to a one year probationary period under the provisions of Section 109 of the City Charter.

Physical Requirements: Strength and endurance to perform average lifting up to 15 pounds and, occasionally, over 25 pounds, body agility and equilibrium involved in activities such as climbing under precarious and hazardous conditions, sustained walking and standing; arm, hand, and finger dexterity involved in such activities as handling sidearms, good speaking and hearing ability and good eyesight, including normal night and color vision.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

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 the duties and responsibilities of any position shall be.