



**Code: 4208**  
Family: Public Safety  
Service: Operation and Construction  
Group: Building Maintenance and Operations  
Series: Custodial

## **CLASS TITLE: SHIFT SUPERVISOR OF AVIATION SECURITY**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions as the security officer in charge of an airport security unit during an assigned tour of duty; and performs related duties as required

### **ESSENTIAL DUTIES**

- Coordinates and schedules the deployment of Aviation Security Sergeants and Aviation Security Officers to ensure maximum coverage of airport grounds, roadways, terminals, and facilities
- Assigns aviation security personnel to cover emergency situations and special events
- Coordinates the transfer, transporting, and processing of arrested or detained individuals with the Chicago Police Department
- Issues general security instructions to airlines and airport tenants and works with the Chicago Police Department in coordinating special security matters
- Ensures patrols and security checks performed by airport security unit comply with the Transportation Security Administration (TSA), Federal Aviation Administration (FAA), and Airport Emergency Plan (AEP) security programs and regulations
- Provides backup and assistance in response to disturbances on airport grounds and crowd and traffic control in terminal areas, as required
- Detains individuals found violating or suspected of violating city, state and federal laws, as required
- Oversees and conducts identification badging validation and access control procedures at designated checkpoints
- Oversees the preparation of and completes staff performance appraisals
- Makes recommendations for discipline and implements corrective or disciplinary actions
- Attends departmental meetings and serves as liaison with law enforcement agencies
- Reviews and approves submitted incident reports and prepares comprehensive reports on security operations
- Updates and maintains statistical and narrative reports documenting administrative activities
- Administers first aid and cardiopulmonary resuscitation (CPR) and uses Automated External Defibrillator (AED) equipment, as required
- Testifies at judicial proceedings and administrative hearings

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Seven years of professional law enforcement officer experience OR seven years of experience in security work, of which three years are in a supervisory role related to the responsibilities of the position, and at least 60 semester (or 90 quarter) hours of credit from an accredited college

or university, or an equivalent combination of education, training and experience, provided that the minimum education requirements are met

**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

**Special Requirements**

- New employees must pass all pre-employment procedures including a drug screen, City and federal Transportation Security Administration (TSA) background checks
- New employees must pass a Ground Motor Vehicle Operating Regulation Basic Driving test administered by the Chicago Department of Aviation within six months of hire

**WORKING CONDITIONS**

- Airport environment, both airside and landside areas. Inside: exposure to fumes and noise. Outside: Exposure to all weather conditions, fuel fumes, aircraft noise and construction dust.

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Two-way radios, handcuffs, duty belt, safety vests

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended periods of time and to climb stairs and access multi-level facilities to patrol airfield areas, terminals and facilities
- Ability to exert muscle force and use appropriate control holds to apprehend, subdue and restrain individuals
- Ability to run and pursue fleeing suspects on foot, and to lift and/ or carry objects weighing up to 50 pounds
- Ability to use security equipment including handcuffs and batons, and to wear leather gear and associated equipment weighing up to 25 pounds for extended periods of time

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Advanced knowledge of:

- supervisory methods, practices and procedures
- airport security rules and regulations
- airport security, access control, police and fire communications operations
- federal laws, Federal Aviation Administration (FAA), and Transportation Security Administration (TSA) airport regulations
- geographical layout of airport's airside and landside facilities

Considerable knowledge of:

- communications equipment and devices including radio, telephone, and computer-aided dispatch communications systems and their operation

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- general emergency communications and dispatch procedures and protocols
- procedures used in administering first aid and cardiopulmonary resuscitation (CPR) procedures and applying and using Automated External Defibrillator (AED) equipment

Knowledge of applicable City and department policies, procedures, rules and regulations

Other knowledge as required for successful performance in the Aviation Security Sergeant class

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- TIME MANAGEMENT – Manage one's own time or the time of others
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Aviation Security Sergeant class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Aviation Security Sergeant class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

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The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
October, 2017  
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