CLASS TITLE: AVIATION SECURITY OFFICER-TRAINER

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates activities and conducts training for new and existing aviation security staff assigned to O'Hare and Midway airports, and perform related duties as required

ESSENTIAL DUTIES

- Functions as the on-the-job trainer for security staff assigned to either O'Hare or Midway Airport on an assigned watch
- Facilitates training instruction within established Transportation Security Administration (TSA), Federal Aviation Administration (FAA) and departmental guidelines and standards
- Follows appropriate safety regulations and standards and makes an effort for site specific protocols
- Assists in the development and maintenance of training material and content
- Conducts training analyses, assessments and assists in the preparation of new and refresher training materials (e.g., handouts, manuals, courses, notices, bulletins, etc.)
- Administers examinations, scores tests, and evaluates trainees to ensure performance and training requirements are met
- Observes and evaluates the performance of personnel assigned to the training program to validate the intended results of instructions
- Conducts refresher and re-training sessions
- Creates and maintains electronic training records, statistical and ad hoc training reports
- Instructs staff on report writing, crowd, and traffic control techniques
- Coordinates, schedules, and facilitates continuing education training sessions
- Maintains training material library
- Keeps current on developments in training methodology and security issues in the aviation industry
- When not performing training as the primary job responsibility, will perform Aviation Security Officer duties as assigned
- Maintains proficiency in job functions performed by Aviation Security Officers
- Drives/operates security vehicles and uses radios to maintain communications in the performance of duties, as required

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

- Three (3) years of work experience as an Aviation Security Officer with the City of Chicago

Licensure, Certification, or Other Qualifications

- Must be at least 21 years of age at the time of application

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

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.

- Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays. Positions may be assigned to various watches to perform training at management discretion.

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 on foot and to lift and/ or carry objects weighing up to 50 pounds

- Ability to use security 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

Considerable knowledge of:

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

- general emergency communications and dispatch procedures and protocols

- 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

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

Some knowledge of:

- training techniques and principles

- designing training programs and curriculums

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

Other knowledge as required for successful performance in the Aviation Security Officer 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
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- 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
- LEARNING STRATEGIES – Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- INSTRUCTING – Teach others how to do something

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

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- 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

Other work requirements as required for successful performance in the Aviation Security Officer class

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.

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

* May be required at entry.

City of Chicago
Department of Human Resources
August, 2023