



## CITY OF MESQUITE

### JOB DESCRIPTION

**JOB TITLE:** Airport Security Technician

**JOB FAMILY:** Labor

**JOB NO:** LB019114

**FLSA:** Non-Exempt

**SAFETY SENSITIVE:** No

#### GENERAL SUMMARY

To patrol and safeguard assigned area; to identify and report unauthorized personnel; and to perform after-hours aircraft refueling operations.

#### SUPERVISION

General supervision is provided by the Airport Director.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
3. Safeguard assigned area including buildings, equipment, property and personnel; patrol assigned area; check areas for fire, prowlers, lighting and unsecured locks; note irregularities; respond appropriately.
4. Circulate through assigned area to check for disturbances or unauthorized personnel; report unauthorized persons to Mesquite Police Department; maintain records on all personnel on premises after business hours.
5. Perform minor maintenance on patrol vehicle; maintain all fluid levels and check air pressure on tires.
6. Prepare work reports on patrol activities and disturbances or irregularities; maintain and record information as required by the department.
7. Perform after-hours aircraft refueling and process payment.

#### OTHER DUTIES AND RESPONSIBILITIES

1. Check aircraft; ensure they are properly tied down.
2. May respond to and direct inquiries from the public; provide information as necessary.
3. Perform other duties as assigned.

#### MINIMUM JOB REQUIREMENTS

##### EDUCATION

High School Diploma or GED.

##### EXPERIENCE

Six months of security related experience.

## **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

## **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Standard safety precautions.

Methods and techniques of providing excellent customer service.

### **Skill in:**

Conflict resolution.

Performing mathematical calculations quickly and accurately.

### **Ability to:**

Work all shifts.

Analyze situations quickly and objectively to determine and take emergency action.

Identify potential hazards and take preventive action.

Meet the physical requirements needed to continually patrol and circulate in unfavorable weather conditions.

Prepare clear and concise reports.

Perform other duties not typically encompassed in this class in order to accommodate emergency situations.

Learn aircraft refueling systems and techniques which includes fuel pumps and reading fuel meters.

Properly follow procedures on aircraft refueling

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting and working out of doors in all weather conditions*
- *climbing, crawling, stooping and kneeling*
- *exposure to dirt, fumes, noise and temperature extremes*

**DISCLAIMERS**

The job description is:

- 1) Is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) Not an employment agreement or contract. The City of Mesquite has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Mesquite will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

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Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: February 1993**

**REVISION DATE: September 1998; November 2000; March 2002; August 2011**