

AIRPORT PUBLIC SAFETY SERVICES
Appendix A – Job Qualifications and Duties

Qualifications

Public Safety Management

- a. Five (5) years' experience as Chief or Senior Officer or equivalent work experience at the discretion of the Airport Director
- b. Five (5) years' experience with Aircraft Rescue Firefighting
- c. Certification as a Firefighter I or higher by the State of Wisconsin
- d. Certification as a Fire Inspector by the State of Wisconsin
- e. Certification as a Haz-Mat Technician or higher by the State of Wisconsin
- f. Certification as an Emergency Medical Technician by the State of Wisconsin
- g. Skilled in Public Safety/fire Services Management practices
- h. NIMS Management Certification
- i. College or technical training acceptable to Airport Director
- j. Must possess or be able to obtain TSA-approved Airport Security Coordinator training within 2 months of employment
- k. Must possess or be able to obtain AAE Airport Certified Employee – Operations training within 6 months of employment
- l. Must possess or be able to obtain AAE Airport Master Firefighter training within 12 months of employment
- m. AAE Certified Member (C.M.) preferred

Public Safety Working Staff

- a. Two (2) years' experience with Aircraft Rescue Firefighting, Airport Operations or equivalent work experience at the discretion of the Airport Director
- b. Certification as a Firefighter I or higher by the State of Wisconsin
- c. Certification as an Emergency Medical Technician by the State of Wisconsin, state certified, etc.
- d. NIMS Management Certification
- e. Must possess or be able to obtain AAE Airport Certified Employee – Operations training within 6 months of employment

ARFF Duties

Public Safety Management

- a) Serve as the Senior Official for the Airport in Compliance with the terms of the Contract
- b) Command and control of aircraft emergencies, fire scenes, hazardous material incidents, and medical emergencies.
- c) Supervise and direct Airport Department of Public Safety (ADPS) personnel and ensure proper staffing across shifts.
- d) Requisition supplies and manage specifications for departmental and security equipment.
- e) Assist in preparing and managing the annual budget for airport security and safety operations.
- f) Develop and implement new training programs, including initial and recurrent training for all personnel, ensuring compliance with federal and state regulations.
- g) Assist in mutual aid planning and coordinate with federal agencies (FAA, TSA) for emergency response preparedness.
- h) Play a key role in emergency response drills, mock disasters, and other operational preparedness efforts.
- i) Prepare and maintain records and reports.
- j) Remain on-call 24/7 for emergencies.
- k) Perform other duties as assigned.
- l) Assume a working staff position if/when necessary
- m) Develop and enforce standard operating procedures, including those governing daily operation of the Airport Public Safety (APS) Department, fire prevention inspections, instruction, and response to and operations at aircraft emergencies, fire scenes, hazardous material emergencies, and medical emergencies.
- n) Develop and direct an instructional program for fire prevention for Airport tenants and tenant personnel as required by 14 CFR Part 139
- o) Instruct APS Department personnel
- p) Supervise and conduct fire prevention inspections as required by 14 CFR Part 139
- q) Assign, schedule and coordinate the daily activities of APS personnel
- r) Supervise APS personnel in the inspection and maintenance of departmental equipment
- s) Prepare specifications for departmental equipment
- t) Assist Airport Management in the preparation of an annual departmental budget
- u) Serve as Airport's mediator for all airport security and traffic control related citations
- v) Maintain database of Airport issued citations relating to parking and security-related violations
- w) Assist in customer service needs and Airport special events
- x) Schedule staff to perform Aviation Worker Screening duties as required by the ATW Airport Security Plan
- y) Perform such other duties as are necessary to fulfill the terms of this Contract

Public Safety Working Staff

- a) Under the direction of Public Safety Management, assist in the compliance of the terms of this Contract
- b) Comply with department regulations and procedures
- c) Conduct SIDA security inspections of personnel and vehicles
- d) Perform airfield perimeter fence inspections for security violations
- e) Perform snow watch for maintaining current information on changing airfield conditions
- f) Monitoring and response resolution of all door/CCTV Security alarms
- g) Perform braking action tests with Airport provided equipment
- h) Issuing and disseminating NOTAMS and Airfield Condition Reports when required
- i) Compile and maintain daily activity reports per shift on Airport Operations software
- j) Conduct fire prevention inspections and enforcement in the airfield area
- k) Conduct required fire extinguisher inspections/maintenance
- l) Perform daily inspection and minor maintenance of vehicles and equipment
- m) Regular cleaning and washing of equipment
- n) General housekeeping in and around the building, including custodial duties, and snow removal
- o) Assist with customer service requests in long and short term parking
- p) Participate and comply with the departmental instructional program
- q) Assist in the instruction of Airport tenants and Airport maintenance personnel in fire prevention training
- r) Respond to aircraft emergencies, fire scenes, hazardous materials emergencies and medical emergencies
- s) Respond to mutual aid requests
- t) Assist in fire prevention inspections
- u) Inspect and maintain department equipment
- v) Prepare reports and records as necessary
- w) Assist in customer service needs and Airport special events
- x) Perform Aviation Worker Screening duties as required by ATW ASP and TSA NA 23-02
- y) Such duties as assigned by Public Safety Management

Airport Operations Duties

Public Safety Management

- a) Serve as Alternate Airport Security Coordinator as required by 49 CFR Part 1542
- b) Enforce FAR Part 139 regulations, including fire prevention, response protocols, and emergency services.
- c) Develop, maintain and implement a federally required training programs pursuant to 14 CFR Part 139 and 49 CFR Part 1542 to include but not limited to airfield movement and non-movement area driver training, security/SIDA training, general aviation access training, and gate guard training
- d) Lead the preparation and auditing of all Part 139 documentation, including Airport Safety Self Inspections.
- e) Serve as the lead point of contact with the FAA, ensuring seamless communication and compliance.
- f) Oversee the development and distribution of essential airport safety plans, including the Airport Emergency Plan, Snow and Ice Control Plan, and Wildlife Hazard Mitigation Plan.
- g) Direct and recommend safety policies, ensuring compliance with FAR Parts 139 and 77.
- h) Plan and direct employee actions for adherence to Part 139, Part 77, and TSR 1542 requirements.
- i) Maintain employee records in compliance with 49 CFR Part 1520.
- j) Oversee relationships with TSA, FAA, ATC, and law enforcement agencies.
- k) Be available for any security incidents when not on-site.
- l) Develop, implement, and maintain the Airport Wildlife Hazard Management Plan to minimize wildlife-related hazards.
- m) Serve as the airport's lead training manager for safety and compliance.
- n) Play a key role in emergency response drills, mock disasters, and other operational preparedness efforts.
- o) Prepare and maintain records and reports.
- p) Explore and implement solutions to increase revenue, reduce costs, and improve customer experience.
- q) Assume a working staff position if/when necessary
- r) Enforce all regulations of 14 CFR Part 139 and 49 CFR 1542 and ensure continuous compliance with Airport staff and tenants
- s) Develop and direct an instructional program for personnel as required by 14 CFR Part 139
- t) Secure necessary permits from USDA and WDNR per 14 CFR Part 139.337
- u) Update the Airport Emergency Plan as necessary
- v) Train staff and tenants on requirements outlined in the airport's Storm Water Pollution Prevention Plan (SWPPP) and Spill Prevention Control and Countermeasure Plan (SPCCP)
- w) Be available via cell phone for aircraft emergency and security-related incidents
- x) Enforce, maintain, and update the Airport Security Program at the direction of the Airport
- y) Serve as airport liaison with Outagamie County Sheriff Department on matters relating to airport security
- z) Fingerprint and process applications for SIDA and AOA badges

- aa) Serve as Airport's mediator for all airport security and traffic control related citations
- bb) Maintain database of Airport issued citations relating to parking and security-related violations
- cc) Assist in customer service needs and Airport special events
- dd) Schedule staff to perform Aviation Worker Screening duties as required by the ATW Airport Security Plan
- ee) Perform such other duties as are necessary to fulfill the terms of this Contract

Public Safety Working Staff

- a) Under the direction of Public Safety Management, assist in the compliance of the terms of this Contract
- b) Comply with department regulations and procedures
- c) Conduct daily airfield safety self-inspections for irregularities, violations and hazards
- d) Conduct airfield and facility security inspections and patrols
- e) Inspect the airfield, buildings, roadways, parking lots, and grounds to determine necessary repairs and coordinate related cost estimates.
- f) Conduct SIDA security inspections of personnel and vehicles
- g) Perform airfield perimeter fence inspections for security violations
- h) Perform snow watch for maintaining current information on changing airfield conditions
- i) Monitoring and response resolution of all door/CCTV Security alarms
- j) Perform braking action tests with Airport provided equipment
- k) Issuing and disseminating NOTAMS and Airfield Condition Reports
- l) Conduct and record daily AOA Self Inspections per Airport Certification Manual
- m) Compile and maintain daily activity reports per shift on Airport Operations software
- n) Perform fuel farm and fuel truck inspections
- o) Traffic control on the Airport premises, including issuing citations in the general Airport Terminal area and parking lots
- p) Verification and clearance of security gate activations and other duties as assigned related to the security identification badging system
- q) Issue airport security identification badges in accordance with 49 CFR Part 1542 and all active airport security directives (SD)
- r) Wildlife control per ATW approved wildlife abatement program
- s) Assist with customer service requests in long and short term parking
- t) Prepare reports and records as necessary
- u) Assist in customer service needs and Airport special events
- v) Perform Aviation Worker Screening duties as required by ATW ASP and TSA NA 23-02
- w) Such duties as assigned by Public Safety Management