

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
NOTICE OF JOB OPENING

Job Posted: Wednesday, June 3, 2009

Deadline for Applications: Wednesday, June 17, 2009

Applications will be accepted from 9:00 A.M. to 3:00 P.M. in the Human Resources Office, located at the Administration Support Building at 3505 Tchulahoma, or can be mailed to 2491 Winchester Road, Suite 113, Memphis, Tennessee, 38116-3856.

ALL APPLICATIONS AND PERSONAL HISTORY PACKAGES MUST BE COMPLETED THOROUGHLY

POSITION: TRAFFIC ENFORCEMENT SPECIALIST

STARTING SALARY (90%): Monthly \$2,704.40/ Hourly \$15.6023

JOB NUMBER: 0609-PSTES-12

DEPARTMENT: Public Safety

NUMBER OF POSITIONS: One (1)

JOB PURPOSE: Serves as a uniformed officer responsible for traffic control, parking enforcement and minor accident investigation on the upper and lower drives. The performance of all necessary safety, security, and related duties, inherent in the protection of Memphis-Shelby County Airport Authority property, facilities, personnel and the general public. Assist pedestrian movement within the vehicle traffic areas, as well as, the monitoring of established safety and security practices, policies and procedures, to include applicable Federal and Tennessee Statutes and Regulations, City Ordinances, and Airport Rules and Regulations.

ESSENTIAL JOB FUNCTIONS

1. Enforces Federal/State Laws, City Ordinances and Airport Rules and Regulations dealing with the physical security of all Memphis-Shelby County Airport Authority Properties by utilizing established methodologies and techniques in parking and traffic enforcement.
2. Directs vehicular and pedestrian traffic flow, and aids in decreasing congestion in the area of the terminal front curb and Upper and Lower Drives.
3. Properly prepares reports and completes initial investigations on all security violations and incidents assigned.
4. Monitors security requirements as set by the Transportation Security Administration and enforces parking violations, which includes issuing parking tickets.
5. Aids and assists other Memphis-Shelby County Airport Authority Departments with specialized police equipment.
6. Submits verbal, written, and computerized police department reports indicating specific areas where increases in security and safety are needed to prevent criminal activity.
7. Assists the public with information involving lost and found property, directions to requested locations, and involvement in community affairs programs.
8. Assess situations and apparent facts before taking action. Maintains self-composure and acts with a high degree of independence while performing assigned duties. In certain situations, this may require the lifting and/or dragging of persons weighing an average of 170 lbs.

OTHER JOB FUNCTIONS:

1. Communicates with other persons through verbal or written methods and prepares both written and computerized reports.
2. Investigates minor traffic accidents and completes accident reports.
3. Testifies in court cases when necessary or required.

REQUIREMENTS:

TRAINING - Requires a minimum of two (2) years customer service related experience. Must have skill in speaking firmly and persuasively while exercising tact and diplomacy. Must have ability to objectively use good customer service skills. Must be 18 years of age and a high school graduate. Must possess a valid driver's license, be a United States citizen, and not have received a dishonorable or undesirable discharge from the United States Armed Forces (if applicable).

KNOWLEDGE - Requires the ability to communicate effectively, verbally, as well as in written and computerized format. Must be able to retain and recall information, have a willingness to assume responsibility for decisions made, possess the ability to work independently, think, react and respond quickly and make on-the-spot decisions.

MENTAL - Requires a relatively high degree of concentration and attention to patrol assigned areas using foot patrol.

PHYSICAL - Requires standing approximately 80%, sitting approximately 20% and occasional lifting weights up to 170 lbs., approximately 1% of time, involves bending, stooping, crouching, and reaching, approximately 5% of time. Must possess the ability to provide necessary crowd control, upon demand and be able to lift and/or drag a 170-pound person.

ENVIRONMENTAL - Requires capability of performing essential job functions in an office environment, patrol car and outdoor environments with some exposure to all weather conditions.

MANUAL DEXTERITY - Requires use of hands, arms and/or feet for using portable radios, taking the appropriate traffic enforcement action needed to provide proper security levels, provide necessary crowd control, provide first aid and enforce Airport Authority rules and regulations.

AUDIBLE - Requires ability to verbally communicate with Airport Police personnel in person and via portable radios, provide crowd control and verbally communicate with the public.

VISUAL - Requires the ability to visually observe buildings, facilities and grounds when patrolling assigned areas, drive a patrol vehicle, monitor safety and security procedures and read written instructions, reports and documentation.

SECURITY/SAFETY - Must successfully complete a fingerprint-based criminal history check and other security checks meeting TSA requirements to obtain a proper Airport Badge.

WE ARE COMMITTED TO A DRUG FREE WORKPLACE, ALL JOB APPLICANTS AND EMPLOYEES ARE SUBJECT TO DRUG TESTING AND A FINGERPRINT-BASED CRIMINAL HISTORY CHECK

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER