



KETCHIKAN GATEWAY BOROUGH
invites applications for the position of:

Law Enforcement Officer - Airport

SALARY: \$35.76 Hourly
DEPARTMENT: Airport
DIVISION: Security/TollBooth/Custodian
OPENING DATE: 11/17/22
JOB DESCRIPTION:

Performs and is responsible for a variety of safety, law enforcement and related duties at the Ketchikan International Airport under the supervision of the Security Coordinator. Enforces federal, state and local laws and regulations pertaining to the operation of the airport. Ensures the safety of all personnel in and around the airport.

EXAMPLES OF DUTIES:

- Complete daily airport inspections. Patrols landing areas, taxiways, aircraft and vehicle parking areas and Airport Reserve as directed.
 - Conduct movement area (defined in FAA regulations) safety checks and issue "Notices to Airmen" (NOTAMs).
 - Conduct bird and wildlife hazard patrols and develop, coordinate and initiate mitigation tactics as directed.
 - Maintain normal availability by radio or telephone. Carry out duties in conformance with federal, state, and local laws and ordinances, including TSA requirements, which may require issuing notices of violation (NOVs). Testify in court proceedings as necessary.
 - Operate and maintain emergency response vehicles (including watercraft), equipment, apparatus and facilities. Perform minor repairs to departmental equipment.
 - Operate and maintain various types of communications equipment including VHF radios. Use proper radio communication techniques. Coordinate and disseminate appropriate information to airport employees, tenants and the public.
- Provide assistance to the public, air carriers and airport tenants. When requested, assist and exchange information with local law enforcement agencies. Assist with matters such as locked or stalled vehicles, crime prevention and traffic safety.
- Assign aircraft, vehicles or vessels to parking locations, when requested.
 - Record aircraft landing, aircraft parking and vessel docking and collect fees as directed.
 - Investigate crimes and complaints. Seek out question and obtain statements from victims, witnesses and suspects. Preserve, analyze and evaluate evidence.
- Investigate and render assistance at scene of vehicular accidents. Summon ambulances and other law enforcement assistance when necessary.
- Prepare and file investigative and related reports. Assist in the preparation and maintenance of a variety of reports, records and files, including daily logs.
 - Compose a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness.
- Respond to all emergencies. Work as required by the Airport Emergency Plan.
- Perform emergency medical activities including administering first aid, basic life support, CPR

and other related assistance as required for the health and benefit of the general public at the airport. Accurately and appropriately document all emergency aid activity on proper forms as required.

- Conduct after -hours operations including emergency response as required.

Participate in drills, attend classes, complete all necessary initial and recurrent law enforcement, emergency medical training and other training as directed.

- Provide instruction to other employees of this or a similar job classification in all aspects of procedure and technique relating to the duties required by this job description unless such instruction requires a specialized certification which the employee doing the training does not have.
- Perform snow removal and related activities as directed.
- Perform other related duties as directed by the Security Coordinator.

QUALIFICATIONS:

- Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms, climb or balance; stoop, kneel, crouch; and taste or smell.
- Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on stools and ladders, and routinely lifting and carrying items and boxes up to eighty (80) pounds.
- Perform emergency medical assistance while applying CPR and Basic Life Support (BLS) procedures. Ability to physically control and /or transport suspects, enter and exit emergency vehicles frequently, use various weapons such as service side arms, high powered rifles and shotguns, pursue and apprehend fleeing suspects, confront stressful emergencies, operate emergency equipment, pass a respiratory physical and respirator fit test, swim and pass a swim test as administered by the department, negotiate steps and ladders and move and /or lift an average size person.
- May be required to work in outside weather conditions.
- Ability to obtain Security Identification Display Area (SIDA) clearance by passing the fingerprint -based criminal history background check and comply with TSA requirements and requirements of 14 CFR Part 1540 for access to secured areas within an airport, and to maintain those qualifications for the duration of employment in this position.
- Must be 21 years of age or older at time of employment.
- No felony convictions or disqualifying criminal history.
- Working knowledge of applicable federal, state and local statutes, rules and regulations.
- Ability to work under extreme conditions and to respond to emergency situations. Must be able to respond during after -hours operations.
- Physical stamina and endurance required.
- Must be of good moral character and of temperate and industrious habits, have good interpersonal skills, an ability to resolve routine problems and willingness to perform related duties as they arise.
- Ability to qualify with and demonstrate skill in the use of firearms and other weapons.
- Ability to write legibly, spell correctly and prepare clear, concise and accurate reports, ability to use a personal computer, including word processing and specialized software, and use VHF radio, phone, typewriter, calculator, fax and copy machine.
- Able to follow oral and written directions and be willing to apply self to learn and keep current on airport geography, facilities, systems and procedures. Ability and desire to be a team player and cooperate with others.

REQUIREMENTS:

LICENSES:

- Valid State of Alaska driver's license with a driving record acceptable to the Borough's insurance carrier.
- Alaska Law Enforcement Training certificate from the Sitka Police Academy or equivalent as recognized by the Alaska Police Standards Council.
- Obtain certification by the State of Alaska as an Emergency Trauma Technician (ETT) within six (6) months of hire.

EDUCATION AND EXPERIENCE:

- A high school diploma or GED equivalent is required, as well as one (1) year experience in law enforcement.
- Experience in rescue, emergency medical response and firefighting is desirable.

Any combination of related education and /or related experience will be considered if the candidate possesses the demonstrated ability.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.kgbak.us/138/Human-Resources>

Position #2022-11.17
LAW ENFORCEMENT OFFICER - AIRPORT
MH

1900 First Avenue
Suite 210
Ketchikan, AK 99901
907-228-6625

hr@kgbak.us
