

# SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



## POLICE OFFICER Part Time, Non-Exempt

**Starting Salary Range:** \$18.31 - \$21.06/hour  
**Salary Grade Range:** \$18.31 - \$27.47/hour

**Posting Date:** 10/12/18  
**Closing Date:** Open Until Filled

Performs varied assignments in law enforcement and traffic control at the same time acting in a customer service role for the Airport Authority. Under general supervision, serves as the primary security response as required under TSR Parts 1540 & 1542.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; three years' full-time law enforcement experience.

**PREFERRED QUALIFICATIONS:** College or University Degree in a law enforcement related discipline from a regionally accredited College or University; prior Law Enforcement supervisory experience, **preferred**.

**LICENSES & CERTIFICATIONS:** Valid State of Florida Law Enforcement Officer Certification or must be operating under Florida Department of Law Enforcement (FDLE) Temporary Employment Authorization; ability to pass the mandatory Florida Department of Law Enforcement background/new hire procedure; valid State of Florida Driver's License, or must obtain within (30) days of assuming the position and good driving record.

### **TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.**

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @[www.srq-airport.com](http://www.srq-airport.com); or, calling 941-359-2770 ext. 4212 or ext. 4231.  
  
Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to [application@srq-airport.com](mailto:application@srq-airport.com). Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY  
JOB CLASS SPECIFICATION**

Job Code: 5007  
Date Approved: 10/18  
Grade: 27

**JOB TITLE:** Police Officer  
**REPORTS TO:** Police Captain  
**DEPARTMENT:** Police  
**FLSA STATUS:** Non-Exempt

**JOB SUMMARY**

Performs varied assignments in law enforcement and traffic control at the same time acting in a customer service role for the Airport Authority. Under general supervision, serves as the primary security response as required under TSR Parts 1540 & 1542.

**JOB RESPONSIBILITIES**

**Essential Job Responsibilities:**

Patrol the Airport terminal and Airport premises and enforces law and order by ensuring individuals abide by security related state, local, federal laws, FAA regulations, and Airport policies, practices, and procedures.

Performs foot and vehicular patrols of terminal buildings, parking lots, tollbooth area, runway, perimeter road (outside and inside), and grounds for prevention of trespass, theft, and other criminal activity.

Responds to major accident, crime or fire scenes, exercises command responsibility as required by circumstances and determines appropriate law enforcement or other emergency response.

Responds to a variety of calls that require several intervention approaches ranging from personal counseling techniques to the use of force such as accidents, various misdemeanors and felonies, traffic and crowd problems.

Issues warnings and citations and makes arrests as required. Writes incident and vehicle accident reports.

Notifies AIRCOM to page drivers of vehicles violating rules and regulations.

Retrieves lost luggage and processes in accordance with regulations.

Provides information and assistance to tenants and the general public.

Administers first aid and CPR in accordance with prescribed practices approved by the American Red Cross.

Participates in presentation of department training programs, crime prevention techniques and cross-training.

**Other Job Responsibilities:**

Assists in maintenance (non-repairs) and cleaning of vehicles and other police equipment as directed.

May act in the capacity of a Field Training Officer.

May assume Officer in Charge (OIC) duties in the absence of a higher-ranking Officer.

Assists U.S. Customs and other law enforcement agencies in special activities such as narcotics surveillance and transporting criminals.

Testifies in court when necessary.

Performs other related work as required.

**MATERIALS AND EQUIPMENT USED**

Computer, Training Materials, Communications Equipment, Office Equipment, Police Equipment, Firearms, Vehicles, Golf Carts, Radar Speed Enforcement Equipment, Emergency Medical Equipment.

**QUALIFICATIONS REQUIRED**

**Where "preferred" is indicated, the qualification is not essential.**

**Education and Experience:**

High School Diploma or GED.

Three years full time law enforcement experience.

College or University Degree in a law enforcement related discipline from a regionally accredited College or University, **preferred**.

Prior Law Enforcement supervisory experience, **preferred**.

**Licenses and Certifications:**

Valid State of Florida Law Enforcement Officer Certification or must be operating under Florida Department of Law Enforcement (FDLE) Temporary Employment Authorization.

Ability to pass the mandatory Florida Department of Law Enforcement background/new hire procedure.

Valid State of Florida Driver's License, or must obtain within (30) days of assuming the position and good driving record.

American Red Cross, Advanced CPR and First Aid Certification, **preferred**.

**Knowledge, Skills, and Abilities:**

Knowledge of law enforcement practices and procedures including those related to arrest, search and seizure, and evidence.

Knowledge of computers and their software programs for communication both written and electronic.

Knowledge of first aid principles and skill in their application.

Knowledge of report writing and accompanying form completion.

Knowledge of basic human relations techniques.

Knowledge of Customer Service.

Knowledge of the current principles, practices, and methods of airport law enforcement and security, **preferred**.

Ability to use and care for firearms.

Ability to communicate clearly and effectively, both oral and written.

Ability to use law enforcement reference materials.

Ability to understand and carry out oral and written instructions.

Ability to react quickly, appropriately, and calmly in non-routine and emergency situations.

Ability to handle enforcement functions firmly, impartially, and with respect for individual rights.

Ability to remain courteous and in control while serving and protecting the public.

Ability to work independently with minimal direct supervision.

Ability to develop and maintain effective working relationships with superiors, fellow employees, and the general public.

Ability to prepare accurate reports using electronic platforms and written media.

**Work Environment:**

Individual works a varied schedule.

Individual must be able to work evenings, nights, or days.

This is a hands-on position.

Individual must be willing to work outdoors.

**Physical Requirements:**

A Police Officer is subject to special risks which may require several intervention approaches ranging from personal counseling techniques to the use of force such as accidents, various misdemeanors and felonies, traffic and crowd problems. The individual must be sufficiently fit to safely perform in a variety of emergency situations.

**Mental Requirements:**

A Police Officer must be capable of reacting quickly, appropriately and calmly in non-routine and emergency situations; have the ability to use and care for firearms; must be able to work independently with minimal direct supervision; and must remain courteous and in control while serving and protecting the public.

**Environmental Requirements:**

The Police Officer principally works out of doors in the evening, at night and during the day in all types of weather conditions. The Police Officer may be exposed to hazardous environmental conditions, including, but not limited to, extreme heat and gas emissions.

**Summary Clause:**

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Police Officer if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Police Officer and is subject to change at the discretion of the Airport Authority.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

**5007one**



**Physical/Mental Requirements**

**Job Title: Police Officer**

**Job Code: 5007**

**Date: 10/18**

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing	X			
Sitting			X	
Walking	X			
Lifting			X	
1-10 lbs.			X	
11-20 lbs.			X	
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying			X	
Reaching		X		
Climbing			X	
Driving		X		
Written Communication				X
Oral Communication	X			
Reading			X	
Hand Dexterity	X			
Reasoning		X		
Decision Making				X
Analyzing		X		
Sensory	X			
Sight	X			

*The mental and physical aspects shown with an "X" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.*

# SARASOTA MANATEE AIRPORT AUTHORITY



## SUMMARY OF BENEFITS Part Time Employees

Employer Paid Benefits:		Waiting Period
<b>Sick-Time</b>		90 days
<b>Vacation Time</b>		6 months
<b>Floating Holidays</b>		6 months
<b>National Holidays</b>		Immediate
<b>Employee Assistance Program</b>		Immediate
<b>Special Discount Programs (Varies)</b>		Immediate
Voluntary/Optional Benefits:		Waiting Period
<b>Pre-Paid Legal Plan</b> (Voluntary – payroll deduction)		Immediate
<b>Deferred Compensation Plan</b> (Voluntary – payroll deduction)		90 days