



City of Phoenix

Airport Security Guard

Job Code:	24000	Job Function:	Aviation
Salary Plan:	004	Grade:	240
FLSA:	Nonexempt	Labor Assign:	Unit 2 AFSCME 2384
Benefit Cat:	002	EEO-4:	Protective Service NonSworn
SOC:	33-9032-00	Last Revision:	February 2024

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform a variety of field and clerical tasks in support of Airport Operations. Working within established division and department policies, this class enforces agreements and procedures in areas such as security, parking, ground transportation, air cargo operations, and the airport shuttle bus, and performs related clerical work in support of these activities. Duties performed vary in difficulty, however, most are routine.

SUPERVISION RECEIVED/GIVEN:

The Airport Security Guard reports to an Aviation Supervisor II.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Prevents unauthorized access to aircraft and restricted areas
- Answers routine inquiries from public related to airfield access, and makes proper disposition or directs them to proper authorities
- Physically checks personnel and vehicles that require entry into the air operation area of the airport
- Completes written log entries in support of the security function
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

REQUIRED KNOWLEDGE AND ABILITIES:

Ability to:

- Learn Airport security methods, practices, and procedures.
- Understand and follow oral and written instructions given in the English language.
- Work cooperatively with other Aviation employees, airport tenants, and the public.
- Work safely without presenting a direct threat to self or others.
- Communicate orally in the English language with individuals in a face-to-face, one-on-one or group setting or by phone or two-way radio.



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- Observe or monitor objects, data, and people's behavior to determine compliance with prescribed operating or safety standards.
- Learn job-related material primarily through structured lecture and reading. This learning takes place mainly in a classroom setting.
- Perceive the full range of the color spectrum to identify and report suspects and vehicular violations.
- Work in a variety of weather and environmental conditions with exposure to the elements, dust, and extreme hot and cold temperatures.
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Exercise judgment and make decisions as to appropriate actions under pressure in accordance with rules and regulations.
- Learn to identify and recognize various types of aircraft.
- Remain in a standing position for extended periods of time.
- Enforce correction of infractions through verbal warning, expelling unruly persons, and detaining more serious offenders for proper authorities.
- Move objects weighing 20 pounds or less short and long distances.
- Enforce airfield driver safety rules and regulations.
- Escort contractors and others into runway and taxiway safety areas.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work assignment, location, or shift.
- Some positions require the use of a personal or City vehicle on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Education and experience which provides the ability to read and write at a level appropriate to the classification, and which provides the ability to learn airport security methods, practices, and procedures.