

## SBD AIRPORT NOW HIRING AIRPORT SECURITY OFFICERS



**San Bernardino International Airport Authority**

**1601 E. Third Street  
San Bernardino, CA 92400**

## AIRPORT SECURITY OFFICER

### About us

Located approximately 60 miles east of Los Angeles, the former Norton Air Force Base was converted to civilian use in 1992 and later became certified as a commercial airport by the FAA. The SBD Airport offers a full range of services and facilities to aviation in the Southern California region, including the best-in-class FBO, Luxivair SBD, air cargo services, and four maintenance repair and overhaul (MRO) businesses. The Airport recently announced the launch of international commercial service with flights beginning in in June 2017.

### Key Roles and Responsibilities

This is specialized law enforcement work providing for the protection of civilian/commercial aviation passengers, visitors, aircraft, employees and facilities. Work involves specific security requirements of an airport including patrolling airport facilities and property, traffic direction, coordinating law enforcement work with other agencies, vehicular and foot patrols, report writing and participation in training sessions on airport related issues.

**Accepting  
Applications  
from Qualified  
and Experienced  
Retired or Active  
Duty Public  
Safety Officers**

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**5 Years Minimum  
Relevant  
Experience**

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**Starting Wages  
\$23.00/per hour**

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**Part-Time  
Days, Nights and  
Weekend Shifts  
Available**

Interested?

Contact the SBD Airport  
Administrative Services  
Department

[cpritchett@sbdairport.com](mailto:cpritchett@sbdairport.com) or

(909) 382-4100 Ext: 134



## San Bernardino International Airport Authority Job Description

**Position:** Airport Security Officer  
**Reports to:** Airport Sergeant  
**Location:** San Bernardino International Airport

**Status:** Hourly  
**Rate:** \$23.00/hour

### **Definition:**

This is specialized law enforcement work providing for the protection of civilian/commercial aviation passengers, visitors, aircraft, employees and facilities. Work involves specialized security requirements of an airport including traffic direction, assisting with the arrest and detention of persons suspected of violating local, state or federal laws or regulations, vehicular and foot patrols, report writing and participation in training sessions on airport related issues.

### **Essential Duties and Responsibilities Include the Following:**

- Patrols the airport facilities and surrounding property in marked vehicles providing a law enforcement presence to deter criminal activity and insure areas are secure.
- Provides security protection for civilian/commercial aviation, aircraft and passengers.
- Assist the airport checkpoint personnel.
- Provides vehicle escorts in the airport movement and non-movement areas.
- Investigates incidents and documents events in a report format.
- Coordinates law enforcement and security work with City, County, State and Federal Law Enforcement agencies and Airport Security Personnel.
- Assists in providing medical assistance (first aid) as needed until emergency medical technicians arrive at the scene. Renders assistance to motorists as needed.
- Inspects buildings and responds to fire and burglary alarms.
- Handle multiple tasks with shifting priorities, occasional interruptions of planned work activities such as phone calls, citizen contacts, and unplanned events.
- Performs related duties as required

### **Knowledge and Abilities**

#### **Knowledge of:**

- The Rules and Criminal Procedure to include arrest laws and procedures as needed to gather evidence, facilitate apprehension of a criminal, and present testimony.
- Applicable motor vehicle laws.
- Alarm locations, various gates and buildings in order to inspect them and/or disarm and reset as needed to ensure gates and buildings are properly secured.
- The airport terminal and perimeter grounds to include building and access roads as needed to facilitate emergency responses and to ensure all areas are adequately patrolled
- The Airport Standard Operating Procedures, Security Personnel Policies regarding chain of command, leave, overtime, work assignments, rules of conduct and dress code.
- System and radio procedures as need to communicate with other officers, dispatch, airport operations and other law enforcement agencies.

- Reports and forms used by Airport Security, including proper completion, and appropriate paperwork for various situations as needed to document activities and offenses.
- City, state and federal laws and FAA regulations pertaining to the San Bernardino International Airport.

**Ability to:**

- Use firearms with sufficient accuracy required to pass the minimum handgun qualifications requirements for law enforcement officers as needed to maintain Carry Concealed Weapon permit.
- Communicate courteously and effectively with the public, airport personnel, checkpoint personnel, and other law enforcement agencies.
- Communicate in writing as needed to prepare clear and definitive reports of all security and related law enforcement activity.
- Read and comprehend information such as supervisor directives, SOPs, criminal code information, in-service training materials, and POST training materials as needed to learn new procedures, remain up to date on laws and follow written instructions.
- Demonstrate keen power of observation and memory
- Make independent decisions.
- Determine priorities according to changing conditions, to analyze and resolve work problems and situations, and to institute quick, effective and responsible courses of action.

**Physical requirements:**

Employee must successfully pass medical exam and be certified as physically fit to perform the required duties. There are no light duty security assignments. Officers found unable to perform the duties identified below will be removed from the work schedule pending a fit for duty report by a certified physician.

- Ability to overcome resistance and effect an arrest.
- Safely drive patrol vehicles around obstacles and aircraft in complex areas.
- Carry and retain weapons and equipment under adverse conditions or while making an arrest.
- Coordinate movement of upper and lower body as needed to drive airport security vehicles.
- Stand and/or walk for long hours.
- Climb stairs and ladders to inspect roofs, equipment and patrol airport terminal and grounds.
- Climb into small spaces as needed to check buildings and other areas of the airport.
- Use of hands to finger, handle and/or feel objects, tools or controls.
- Speaking and hearing to efficiently communicate in person and on radio or telephone.
- Ability to smell to distinguish/identify odors/objects.
- Specific vision abilities include close, distance, color and peripheral vision, depth perception and ability to adjust focus.
- Able to move from place to place, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.
- Occasional lifting/carrying up to 25 pounds.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be willing to work nights, shifts, weekends and holidays.

**Education and/or Experience:**

High School Diploma or GED equivalent

**Certificates, Licenses, Registrations:**

- Must possess a valid California State Driver License as a condition of employment. Any restrictions must be reported to the Airport Sargent prior to start dated to determine if restrictions may impair ability to perform essential duties.
- Must be an active police officer or level one reserve or retired police officer in good standing with Carry Concealed Weapon (CCW) endorsed retirement identification card.
- Valid BSIS Guard Card with Open Carry License.

**Contingent:**

Employment from San Bernardino International Airport Authority is contingent upon successfully passing a drug screening test and a background check which may include a fingerprint check. Must be able to pass a Federal Security Threat Assessments and 10 year Criminal History Record Check.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate but will vary determined by proximity of aircraft. There may be periodic contact with angry and upset individuals.