



Department: Public Safety

Job Description: Public Safety Deputy Chief

The Public Safety Deputy will assist the Public Safety Chief in planning, organizing, and directing the patrol, investigative, administrative, and support service activities of the Public Safety department, and assumes responsibility for the Public Safety department in the Chief's absence. This position is also responsible for assisting with the completion of the daily operations tasks normally associated with the Federal Aviation Administration (FAA) Part 139 commercial service airport. The force consists of full time Public Safety Officers, part time officers, and a full time Security Specialist.

Reports To: Public Safety Chief

Job Duties:

1. Shall assist in the supervision of Public Safety Officers in their tasks of their tasks in responding to fires and medical emergencies, protecting life and property, maintaining vehicles, operating various communications systems, office dispatching and reception, and preparing and drafting reports.
2. Must ensure all personnel in his command conduct themselves in a professional manner and that the officers work in such a way as to ensure a high degree of lateral cooperation and exchange of information.
3. Assist with the investigating of incidents/crimes, responding to various emergencies, enforcing traffic laws, preparing complete and accurate reports, preparing cases for prosecution, appearing as a court witness, maintaining contact with citizens regarding police problems and preserving good relationships with the general public, and any other duties that may be required.
4. Evaluate the performance of personnel in their command to find potential problems and work to correct any situation of inadequacy.
5. Assist in inspecting personnel and equipment under his control and correct situations of inadequacy as needed.
6. Shall regularly confer with the Chief of Police on operational activities, problems, and needs of his command, keep the Chief of Police aware of any situations that affect the welfare of the department, and shall apprise the Chief of Police of Deputy Chief incidents and keep the Chief abreast of information regarding those incidents.
7. Designated as the second in command as acting Chief of Public Safety in the absence of the Public Safety Chief.

8. Supervise Public Safety Officers in the execution of duties associated with daily airport operations as provided for by Federal regulation.
9. Assuring that all required county, state, and federal records, and reports are compiled and submitted.
10. Preparing, submitting, and managing the budgets for the Public Safety Department.
11. Preparing and maintaining Airport Certification Manual and Airport Emergency Plan.
12. Ensure Public Safety Officers are compliant with Transportation Security Administration (TSA) regulations through the approved Airport Security Program.
13. Representing Columbus Airport Public Safety Department to all outside fire and law enforcement agencies.
14. Preparing written and oral reports for and attending the board meetings of the Columbus Airport Commission and such other meetings as the Commission or Director specifies from time to time in the absence of Chief.
15. Perform other duties as dictated by the Chief of Police or as needed.

Skill Qualifications

Citizen of the United States, who shall have graduated from a POST approved Basic Academy and possession of a POST Advanced Certificate, and/or have achieved status as a State of Georgia Certified Airport Firefighter. **Successful candidate will have one year from date of hire to obtain both POST and Airport Firefighter qualifications described above as a condition of continued employment.** Possess a college degree in fire or police administration, or related field is desired. At the discretion of the Commission, a combination of training, background and experience may be substituted for educational requirements. Shall have a minimum three (3) years' experience in an increasingly responsible police or fire agency management position.

Possession of, or ability to obtain within sixty (60) days of hire a valid drivers' license issued by the State of Georgia for the type of vehicle or equipment operated.

Complete criminal history records check and drug screening. Complete six months probationary employment period.

I am aware of my duties and responsibilities set forth in this job description and that I am employed in an "at-will" capacity.

Employee Signature

Date