



City of Kansas City, Missouri Job Class Specification

Job Title:	AIRPORT POLICE SERGEANT	Department:	AVIATION
Job Code:	3307	Status:	NONEXEMPT
		Grade:	NE-9

Summary

This is highly responsible supervisory and public safety work in the inspection, reporting, and enforcing of safety practices and procedures relating to police duties, aircraft, airfield facilities, motor vehicles, and the traveling public.

Work involves responsibility for organizing, directing, supervising, and participating in all airport and public safety operations at an assigned municipal airport on an assigned shift. Work includes the supervision and participation in public and airport safety operations in order to protect life and property perform related public safety and first aid activities, maintain law and order, and prevent crime. Work is reviewed through reports, conferences, and observation of results.

Duties and Responsibilities

- Orients, instructs, and supervises subordinate officers engaged in routine patrol of roadways, runways, taxiways, buildings, and other airport facilities.
- Assigns and schedules subordinate officers to their respective work stations and shifts; assists subordinates as necessary by giving advice and assistance as warranted.
- Participates in all phases of airport safety operations; as directed, when necessary, or during emergencies, closes unsafe taxiways and runways.
- Supervises and assists, as necessary, during airport emergencies concerning crash, fire, bomb threats, and other actual or potentially impending disasters.
- Supervises the impounding of articles and assists the public in recovering lost property.
- Works directly with the airport tenants, concessionaires, and traveling public on a wide variety of matters such as lost items, lost or runaway persons, vandalism reports, motor vehicle or personnel accidents, and similar general information sought by the general public.
- Maintains operating records; makes required reports.
- Performs related duties as required.

Technical Skills	<p>Considerable knowledge of: Practices and methods employed in airport and public safety programs. The laws, ordinances, rules, and regulations governing the maintenance of law and order, including those related to arrest and evidence. Modern safety and police practices and methods. First aid principles and skill in their applications.</p> <p>Ability to: Instruct, plan, assign, and supervise the work of other safety officers. Maintain discipline, accept lines of authority and deal firmly and courteously with subordinates and the general public. Recognize, analyze and evaluate unsafe and/or hazardous situations quickly and objectively relating to airport runways, taxiways, aprons, roadways and terminal facilities and take the proper course of action as circumstances dictate. Work with and coordinate activities with police, FAA and other governmental safety personnel, and airline safety personnel.</p> <p>Skill in: The care and use of firearms.</p>
Education and Experience	<p>High school graduation and four (4) years experience as a Police Officer with current Missouri State P.O.S.T. certification.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> ▪ Must be at least 21 years of age. ▪ Must pass a physical examination as prescribed by the City, and must be eligible to obtain a special police commission as issued by the Kansas City, Missouri Police Department, Board of Police Commissioners. ▪ Must pass a psychological evaluation. ▪ Will be required to pass a preemployment drug screen. ▪ Must possess a valid State –issued driver’s license in accordance with City of KCMO policies. ▪ Must successfully complete a TSA criminal history background check.
Supervisory Responsibility	<p>Supervision is exercised over assigned personnel.</p>
Supervision Received	<p>Work is performed under general supervision.</p>
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	
Revised	<p>6/94, 6/97, 10/01, 6/05, 9/06,8/17, 8/2022, 7/2023 , 01/2024</p>