

Jurisdictional Class: Competitive  
Adopted: January 1, 2005  
Revised: December 21, 2015

**AIRPORT FIRE AND SAFETY COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for coordinating the aircraft rescue, firefighting and security operations of the county's airports in compliance with federal, state and local rules and regulations. The position involves both coordinating and directly overseeing all safety and security functions regarding staff training, aircraft rescue, firefighting, fire protection, security systems operation and equipment operation. An employee in this class works under the direction of the Airport Manager with wide leeway allowed for the exercise of independent judgment in carrying out the details of the position. Supervision may be exercised over all subordinate personnel assigned to rescue/safety and security functions of the airports. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Coordinates and directs the Aircraft Rescue and Firefighting Program (ARFF) for the airports in compliance with federal, state and local rules and regulations;  
Develops airports ARFF program in compliance with Federal Aviation Regulation (FAR) Part 139;  
Coordinates and directs the fire protective and security systems operations for the airports;  
Plans, organizes and coordinates all staff training and retraining regarding firefighting, rescue, safety, and security purposes in accordance with FAR Part 139;  
Oversees and conducts regular inspections of airfield runways, taxiways, lighting, tenant and concessionaire leased areas, public areas of roadways, parking lots, and grounds for safety and security purposes;  
Oversees and conducts regular inspections of buildings and grounds for prevention of fire hazards, and sees that any hazardous fire conditions are corrected; inspects all fire extinguishers, reports on any that are not in proper condition, and insures that improper fire extinguishers are replaced; inspects emergency vehicles, fire alarms and detectors, pipe hose and portable extinguishers, refueling vehicles, and fuel storage facilities;  
Supervises the firefighting and rescue teams when need arises at the airports;  
Directs firefighting equipment to the scene of the emergency, supervises and participates in the use of extinguishing or suppressant agent(s) to the aircraft, and uses rescue and/or extraction equipment to gain entry to damaged aircraft;  
Provides stand-by fire protection, foams over or dissipates fuel on runways with water in cases of fuel spills, engine run-ups or refueling and defueling of aircraft in hazardous conditions;  
Establishes fire lines to prevent unauthorized persons from entering a crash or emergency area;  
Conducts periodic fire safety drills for airport personnel, as required;  
Inspects aircraft movement areas with airline representatives, reporting discrepancies, and follows up to see that corrective action is taken;  
Studies and recommends improvements to airport facilities and services;  
Supervises the repair and maintenance of all airport owned firefighting and rescue vehicles and equipment;  
Maintains employee, inspection, training and other pertinent records and reports;  
Keeps up to date with new methods of firefighting and any new federal regulations on airport fire and rescue procedures;  
May file NOTAMS for airfield, as necessary;  
Administers first aid when necessary;  
Prepares and maintains all required reports relating to ARFF, equipment status and training.

## Airport Fire and Safety Coordinator

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of federal, state, and local rules and regulations applying to airport safety and security;  
Good knowledge of principles, practices, techniques, tools, and materials used in airport safety, firefighting and security;  
Good knowledge of government and Federal Aviation Administration regulations covering airport security and law enforcement;  
Good knowledge of Emergency Preparedness Plan;  
Working knowledge of modern principles and practices of supervision and management;  
Ability to prepare and present written and oral reports;  
Ability to get along with others;  
Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;  
Ability to give clear and concise oral instructions;  
Good powers of observation;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State college or university with an Associate's Degree in Business Administration, Public Administration or related field and one (1) year of experience in firefighting and security programs at airports which included fire equipment operations and maintenance; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in firefighting and security programs at airports which included fire equipment operations and maintenance;
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

### **SPECIAL REQUIREMENTS:**

Eligibility for an appropriate level New York State driver's license at time of application; possession of license at time of appointment.

Applicants will be required to obtain and possess a valid CFR (Certified First Responder) Certification.

Possession of an Aircraft Rescue and Firefighting Certificate (ARFF) is required within one (1) year of appointment and certification must be kept current throughout employment.

Applicants must undergo a fingerprint-based (CHRC) criminal history background check that does not disclose that he or she has a disqualifying criminal offense within the previous ten (10) years.