



Code: 4209
Family: Public Safety
Service: Operation and Construction
Group: Building Maintenance and Operations
Series: Custodial

CLASS TITLE: AVIATION SECURITY SERGEANT

CHARACTERISTICS OF THE CLASS

Under direction, supervises Aviation Security Officers during an assigned tour of duty and patrols airport grounds, terminals, and facilities to provide a security presence, deter criminal activity, prevent unauthorized airport access, enforce security rules, and perform related duties as required

ESSENTIAL DUTIES

- Assigns and monitors the work of Aviation Security Officers to ensure maximum coverage of airport grounds, roadways, terminals, and facilities and to cover emergency situations and special events
- Patrols airport terminal areas and perimeter and identifies improper activities and irregularities in order to provide security and customer service to the public
- Contacts the Chicago Police Department to arrange for the transfer, transporting, and processing of detained individuals
- Participates in issuing general security instructions to airlines and airport tenants and assists in coordinating special security matters with the Chicago Police Department
- Conducts and supervises patrols and security checks to ensure they are in accordance with Transportation Security Administration (TSA), Federal Aviation Administration (FAA), and Airport Emergency Plan (AEP) security programs and regulations
- Monitors access to restricted and secured areas, including the verification and validation of identification badges of individuals at designated checkpoints
- Observes vehicles and checks vehicle information including proper signage, stickers, and license plates to ensure vehicles are authorized prior to allowing access to the airfield and other restricted areas
- Issues citations for traffic violations on the airfield and airport roadways, and non-traffic citations for security violations including failure to display identification badges by airport personnel
- Conducts pat down searches of detained individuals found violating or suspected of violating city, state, and federal laws, as required
- Administers first aid and cardiopulmonary resuscitation (CPR) and uses Automated External Defibrillator (AED) equipment as required
- Drives/operates security vehicles and uses radios to maintain communications in the performance of duties
- Prepares and reviews incident reports and updates and maintains work activity logs and administrative reports
- Evaluates work performance of Aviation Security Officers and makes preliminary recommendations for discipline
- Trains and coordinates training for Aviation Security Officers
- Attends meetings with departmental staff and airport tenants and serves as liaison with law enforcement agencies, as required
- Testifies at judicial proceedings and administrative hearings

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Five (5) years of professional law enforcement officer work experience, **OR**
- Five (5) years of experience in security work, and at least 60 semester (or 90 quarter) hours of credit from an accredited college or university, **OR**
- Bachelor's, Master's or Doctorate degree from an accredited college or university PLUS at least one (1) year of security work experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

Special Requirements

- New employees must pass all pre-employment procedures including a drug screen, City, and federal Transportation Security Administration (TSA) background checks
- New employees must pass a Ground Motor Vehicle Operating Regulation Basic Driving test administered by the Chicago Department of Aviation within six months of hire

WORKING CONDITIONS

- Airport environment, both airside and landside areas. Inside: exposure to fumes and noise. Outside: Exposure to all weather conditions, fuel fumes, aircraft noise and construction dust.

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier,)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Two-way radios, handcuffs, duty belt, safety vests

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended periods of time and to climb stairs and access multi-level facilities to patrol airfield areas, terminals and facilities
- Ability to lift and/ or carry objects weighing up to 50 pounds
- Ability to use security equipment and to wear gear and associated equipment weighing up to 25 pounds for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- airport security rules and regulations
- airport security, access control, police and fire communications operations
- federal laws, Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) airport regulations
- geographical layout of airport's airside and landside facilities

Some knowledge of:

- procedures used in administering first aid and cardiopulmonary resuscitation (CPR) procedures and applying and using Automated External Defibrillator (AED) equipment
- communications equipment and devices including radio, telephone, and computer-aided dispatch communications systems and their operation
- general emergency communications and dispatch procedures and protocols

Knowledge of applicable City and department policies, procedures, rules and regulations

Other knowledge as required for successful performance in the Aviation Security Officer class

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- TIME MANAGEMENT – Manage one's own time or the time of others
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Aviation Security Officer class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Aviation Security Officer class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2017

June, 2023 (special requirements updated)

March, 2025 (physical requirements updated and equivalency removed from minimum quals)