



**Code: 4211**  
Family: Public Safety  
Service: Operation and Construction  
Group: Building Maintenance and Operations  
Series: Custodial

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## **CLASS TITLE: AVIATION SECURITY OFFICER - HOURLY**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, 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**

- Patrols airport terminal areas, grounds and perimeter to ensure areas are secure
- Identifies improper activity or irregularities and provides security and customer service to the public
- Monitors access to restricted and secured areas, stationed at designated checkpoints to check, verify, and validate identification badges of individuals
- 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
- Makes security checks of assigned areas to ensure access control devices are working properly and areas are properly secured
- 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
- Detains individuals found violating or suspected of violating city, state, and federal laws, restraining individuals using handcuffs or other restraining devices
- Conducts pat down searches of detained individuals; physically searches properties and vehicles
- Contacts and coordinates with Chicago Police Officers for the transfer, transporting, and processing of detained individuals
- Responds to incidents and disturbances including family and civil disputes occurring on airport grounds, assessing the situation to identify safety factors, securing the area and requesting needed backup and assistance
- Prepares reports documenting incidents and irregularities and maintains daily work activity logs
- Maintains crowd and traffic control in terminal areas; escorts vehicles and personnel onto airfield and controls movement of vehicles on airside
- Conducts patrols and security checks in support of Transportation Security Administration (TSA), Federal Aviation Administration (FAA), and Airport Emergency Plan (AEP) security programs and regulations
- Administers first aid and cardiopulmonary resuscitation (CPR) and uses Automated External Defibrillator (AED) equipment as needed
- Drives/operates security vehicles and uses radios to maintain communications in the performance of duties
- Establishes and maintains working relationships with airport tenants to address security issues and concerns and follows up with tenants regarding the status of complaints/incidents
- 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**

- One (1) year of security, safety, loss prevention, and/or customer service work experience, **OR**
- At least 60 semester (or 90 quarter) hours of credit from an accredited college or university, **OR**
- A certificate from a military, federal, state or local law enforcement officer's training program, **OR**
- Two (2) consecutive years of active duty in the armed forces of the United States and received an honorable discharge (documentation required), **OR**
- 30 semester hours (45 quarter hours) from an accredited college or university and have served at least one continuous year of active duty in the armed forces in the United States (documentation required), **OR**
- Completion of a 20 hour Unarmed Security Guard, Basic Certificate

### **Licensure, Certification, or Other Qualifications**

- Must be at least 21 years of age at the time of application
- Must have a High School diploma or GED equivalency
- A valid State of Illinois driver's license is required

### **Special Requirements**

- Successful candidates must pass all pre-employment procedures including a drug screen, City, and federal Transportation Security Administration (TSA) background checks
- 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, fax machine, calculator)
- 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**

Considerable knowledge of:

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

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

**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
- 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

**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
- 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 Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- 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
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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.

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City of Chicago  
Department of Human Resources

April, 2020

June, 2023 (special requirements updated)

Qualifications updated Dec, 2023

March, 2025 (minimum qualifications and physical requirements updated)