**Class Summary**

Incumbents within the classification are responsible for overseeing the King County International Airport’s safety, security and emergency preparedness programs and supervising assigned staff.

**Distinguishing Characteristics**

This is a single level classification. It is distinguished from the Airport Duty Manager in that incumbents are responsible for ensuring compliance with Federal Aviation Association (FAA) FAR Part 139 and all local, state, and other federal regulations as a senior operations representative.

**Examples of Duties**

1. Supervise the operational unit responsible for airport safety and security.
2. Oversee the airport’s safety, security and emergency preparedness programs including the airport’s Access Control System.
3. Review, revise, and test the Airport Emergency Plan.
4. Develop and manage assigned budgets.
5. Develop and implement safety training programs including Aircraft Rescue Firefighting safety protocols.
6. Develop and recommend improvements to the Airport Safety Program including first response plans and procedures and the airport’s Safety Hazard Reporting and resolution efforts.
7. Participate in the development of the airport’s Capital Improvement Program pertaining to safety and security projects.
8. Prepare written safety reports for internal and external use.
9. Maintain, analyze, and disseminate safety-related data; develop and present information to the FAA and other regulatory agencies as necessary.
10. Represent the airport for King County Office of Emergency Management programs and initiatives.
11. Represent the Division interests with local, state, and federal agencies related to airport security and emergency preparedness.
12. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of FAA FAR Part 139, TSA 1500-series regulations and Advisory Circulars pertaining to airport operations, safety, airfield inspections, NOTAMs, airport design and emergency responses

Advanced knowledge of airport emergency planning

Knowledge of airport industry standards and principles of security and access control systems

Knowledge of airfield vehicle and aircraft operating requirements

Knowledge and experience in interpreting and applying federal regulations related to airport safety and security

Knowledge of effective safety program development, accident prevention and loss control principles, practices and techniques

Ability to manage airport safety and security programs

Ability to communicate effectively verbally and in writing

Ability to work effectively with others within an airport organization as well as federal regulatory authorities and tenants

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor’s degree in aviation or business management and progressive management experience in aviation operations safety

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Valid Washington State Driver’s License

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 08/2017 - Created |