

# Job Description



<b>Job Title:</b> Temporary Gate Guard	<b>Date:</b> January 27, 2016
<b>Department:</b> Police	<b>FLSA Status:</b> Temporary / Part Time
<b>Reports to:</b> Chief of Police	<b>Pay Grade:</b> Temporary / Part Time
<b>Approved by:</b>	<b>Date Approved:</b>

## Introduction

This position involves providing security at a perimeter gate of the Lincoln Airport during times of construction activity. The duration of this temporary job is based on each construction project necessitating a Lincoln Airport Authority Gate Guard. Part time work hours will normally be between 6:30 AM and 8:00 PM, Monday through Saturday. Some overnight and Sunday work hours may be necessary based on contractor work schedules. Exact hours will be scheduled per Lincoln Airport Authority needs. This is a part time/temporary position and does not include any Airport Authority benefit plans.

## Essential Functions

To be able to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Essential functions of the job include the following:

- Secure assigned perimeter gate.
- Check personnel for proper clearance to enter the AOA through assigned gate.
- Maintain security log for assigned gate.
- Inspect equipment and vehicles as necessary prior to clearance to enter the AOA.
- Explain and enforce escort rules and regulations.
- Conduct themselves in a pleasant, professional and courteous manner at all times.
- Other duties as assigned.

## Examples of Work Performed

The requirements listed below are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

## Primary Responsibilities

- Secure assigned perimeter gate.
- Check personnel for proper clearance to enter the AOA through assigned gate.
- Maintain written security log for assigned gate.
- Inspect equipment and vehicles as necessary prior to clearance to enter the AOA.
- Explain and enforce escort rules and regulations.
- Conduct themselves in a pleasant, professional and courteous manner at all times.
- Communicate with law enforcement officers, operations personnel and the communication center using cellular telephone or two way portable radio.
- Other duties as assigned.

## Required Knowledge, Skills and Abilities

- Performs all work duties and activities in accordance with Airport policies, procedures and safety practices.
- Exhibit a friendly, knowledgeable, professional and pleasant demeanor.
- Learns and maintains familiarity with aviation and airline industry terms.
- Must be able to read, speak and write English fluently.
- Must be flexible, have good interpersonal skills, and the ability to work well with all levels of management and staff as well as outside clients and contractors.
- Must have excellent attention to detail, be organized, accurate and reliable.
- Recognize and maintain the confidentiality and sensitivity of certain documents and knowledge.
- Have the ability to be part of a team to accomplish the necessary work.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to work cooperatively and to maintain effective work relationships to accomplish job responsibilities with airport employees, tenants, users and contractors.
- Ability to attend work regularly at the designated place and time.
- Ability to effectively present information in one-on-one and small group situations to contractors, tenants, and other employees of the organization.
- Must agree to and successfully complete, a ten (10) year employment verification, security threat assessment (STA) and criminal history records check (CHRC).
- Must agree to and successfully complete a drug screen in accordance with the Authority's Drug-Free Workplace program.
- Must be at least 18 years of age.
- For positions involving the operation of LAA vehicles or motorized equipment, the individual must possess a valid State of Nebraska driver's license and must qualify for, and be insurable, at normal premium rates, under the Airport Authority vehicle liability and workmen's compensation insurance policies.

## Education & Experience

- No prior experience or training required.

## Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is an outdoor work environment with limited shelter. The work environment is around large commercial vehicles and contractor equipment while performing security checks on individuals requesting entry into the work site on the Air Operations Area. (AOA)

# Job Description



## Physical Requirements:

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand for extended periods of time; walk; climb, balance, stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close, distant, color & peripheral vision, depth perception and the ability to adjust focus.

## Safety Requirements

Adherence to standards established in the LAA Personal Plan, Policy Directives, Airport Rules & Regulations, Standard Operating Procedures, LAA Safety & Health Program and all other established safety requirements applicable to the position is required.

## Performance Indicators

Performance indicators utilized in developing individualized goals during the performance evaluation process:

- Completion of responsibilities listed in this job description with integrity & self-initiative in a timely, safe, ethical and organized manner
- Accurate, timely and complete documentation of work
- Effective utilization of time and available resources
- Management and employee satisfaction with quality & quantity of work performed

## Summary

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals shall be expected to perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the Authority. A drug screening will also be required as well as a security back ground check. These examinations will be paid for by the Authority. Satisfactory clearance to perform essential job functions and negative drug test results will be required for employment.

**I have read and understand what is expected to perform my job professionally (safely, accurately, and ethically). My job responsibilities and performance expectations will be discussed during the orientation period for new employees. I acknowledge by signing below, that this job description should not be taken as an express or implied promise of continuing employment. Additionally, employment at the Lincoln Airport authority is solely "at will."**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date