



Airport Traffic Assistant

Category: Classified
Pay Grade: C12
Job Code: 22560

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs a variety of duties assisting the public and public safety personnel when needed through providing directions and guidance; searches vehicles; assists arriving and departing passengers with parking issues; keeps traffic flowing smoothly; provides information about the airport parking situation and surrounding communities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Directs traffic at terminal curb side and pedestrian crosswalks and regulates parking enforcement;
- Provides information to passengers and visitors to the airport, directing them to the appropriate gate, vendor, or parking area;
- Oversees airport lost and found and returns related calls;
- Assists public safety personnel by escorting, assisting with traffic accidents and summons emergency medical personnel via two-way radio;
- Submits daily patrol reports;
- Assists police personnel in safety and security procedures;
- Completes parking lot security checks;
- Assists in staff operations to include bank runs;
- Performs data processing, finger printing, and routine computer operations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

One (1) year of experience in general security work, law enforcement, or related field; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of operational and facility security requirements.
- Ability to deal with the public in a tactful and courteous manner;
- Ability to communicate effectively with the public;
- Ability to provide accurate and timely information orally and in writing;
- Ability to keep accurate and concise records;
- Ability to work weekends and evenings during periods of peak activity.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.