



Office of Human Resources  
Aviation Security Supervisor - CA3448  
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### General Statement of Duties

Manages and controls day-to-day security at Denver International Airport to ensure regulatory compliance and the secure movement of aircraft, passengers, and the safety of those using the airport.

### Distinguishing Characteristics

Aviation Security Supervisor is the second highest level day-to-day manager of airport security and background services at Denver International Airport. It is distinguished from Ramp Tower Supervisor who supervises staff responsible for aircraft movement from concourse gates to taxiway and other aircraft movement areas. It is distinguished from Airport Operations Supervisor who supervises staff responsible for day-to-day operations of the airfield and compliance with Federal Aviation Regulations.

### Essential Duties

Manage inspection of terminal and concourse operations and facilities to ensure compliance with the Airport Security Program under Transportation Security Regulation (TSR) Part 1542 and other applicable federal regulations. Interpret and apply all information from TSA Security Directives and Information Circulars.

Develops and implements policies, procedures, business practices, and control mechanisms, reviews status of operations, modifies and implements procedures to increase operating efficiency, and determines effectiveness of desired results.

Responsible for coordination with Public Information Officer when responding to newsworthy security events occurring at the airport. Notifies Airport Senior Staff and the Executive Director of Aviation of any condition or activities that may be or which may evolve into possible media interests.

Ensures airport-wide compliance with local, state, and federal environmental protection laws. Coordinates with airport operations and contract security personnel for appropriate response to violations and correction of potential security vulnerabilities.

Negotiates and coordinates with TSA, contractors, airlines, Airport Operations, engineering, maintenance, tenants, and others to balance the needs of each group to optimize security while accomplishing critical airport maintenance and infrastructure enhancement activities with minimum impact to the safety and security of the airport.

Maintains working knowledge of Transportation Security Regulations and the Airport Security Program and ensures airport compliance with each.

Drafts Temporary Amendments to the Airport Security Program to provide physical security and regulatory compliance with transient conditions within the airport's Secured and Sterile Areas. Collaborates with Transportation Security Administration leadership, airport stakeholders, and other operational work groups to ensure effective implementation of temporary security measures.

Develops strategies to ensure compliance to regulations and requirements with the functional area, monitors and assesses compliance, and makes recommendations for improvements.

Creates and monitors work orders with the airport maintenance to address facility physical security needs. Monitors and assesses the completeness of work by others to ensure it conforms to acceptable TSA Part 1542 standards and requests corrective action if necessary.

Directs the development of contracts within the functional area including drafting RFP for professional/services contracts, evaluating proposals, selecting successful bidder, administering the contracts, and monitoring contracts for compliance and expenditures.

Administers the financial operations of a functional area(s) including developing the annual operating budget, monitoring financial activities, developing required budget reports, and preparing fiscal reports showing the financial status of operations for the review by departmental managers.

Reviews and updates airport operating procedures in response to changes mandated by the TSA. Ensures communication of changes to other appropriate airport and airline employees, contractors, and other necessary personnel. Maintains and records any formal training required to fulfill regulatory requirements by recording attendees and training dates.

Supervises one or more collateral duties or special projects/programs such as TSA's annual comprehensive inspection, department training, airport construction, contract security guard services, regulatory audits, background checks and airport credentialing, perimeter facility access, etc. On a short-term basis, may be required to be subject matter experts in the following: Triennial Disaster Exercise, Aviation Security Exercise, Annual Table Top Exercise and special working groups that require Airport Security expertise.

Enforces airport security requirements in terminals, concourses, and the airfield in conjunction with other Airport Security staff, police, Transportation Security Administration (TSA), Customs, FBI, and security guards.

Enforces airport security policies and procedures through administration of security enforcement programs. Identifies applicable violations and issues warnings and/or Violation Notices to individuals. Participates in hearings when requested.

Proactively identifies conditions or situations that could result in physical security risks in the terminal, concourses, and perimeter facilities. Ensures timely reporting of risk through the established identification and tracking systems. Provides guidance and suggestions for mitigation and assists in implementation of mitigation where appropriate.

Performs a variety of comprehensive and technical administrative activities which includes providing leadership and technical expertise and developing long range and short-term planning initiatives and overall goals, objectives, and priorities for the functional area.

Develops or modifies work plans, methods, and procedures, and determines work priorities. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Assists in the orientation and training of new incumbents to the classification, performing and demonstrating the duties of the classification. Communicates evaluation of the trainee to appropriate management. Provides tours of the airport facilities for VIPs, domestic or international industry peers and other approved groups.

Anticipates and resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Builds relationships and communicates with airport employees at all levels of management including executive staff, airlines and tenants, terminal, maintenance, and contract personnel to gather information and build networks of cooperation across the airport community.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems. Prepares and presents budget recommendations to higher management. Adjusts work plans/activities because of budget changes.

By position, manages and administers contracts for airport operation services provided by outside vendors.

Builds and maintains networks of contacts at other airports to collect industry information such as Industry Best

Practices for airport operations and makes recommendations for changes as appropriate.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative to make a determination, draw conclusions, or solve a problem.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades, and influences others.

**Oral Communication**- Expresses information to individuals or groups effectively; considering the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication**- Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

Knowledge of TSR Part 1542, TSA Security Directives, and TSA Information Circulars sufficient to be able to manage security operations to maintain compliance.

Knowledge of airport runways, taxiways, terminal, vehicle service roads, emergency response roads (airside and landside), tunnels/baggage areas, train system and access points, gates areas, hangers, and other facilities within the airport sufficient to be able to manage security compliance and emergency events.

Knowledge of Access Control and Alarm Monitoring Systems and Identity Management Systems sufficient to provide direction to other work groups and ensure compliance with the Airport Security Program during both normal and irregular operations.

Knowledge of all airport and City of Denver emergency plans sufficient to be able to act as the Airport Security Coordinator for all airport emergencies.

Knowledge of security practices and precautions sufficient to be able to supervise, train, and provide security instructions to subordinates and others and to recognize and correct security vulnerabilities.

Skill in applying existing guidelines or creating new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

**Level of Supervision Exercised**

Supervises Business Operations Administrators, Aviation Security Technicians, Locksmiths, and other airport employees as necessary.

**Education Requirement**

Bachelor's Degree in Aviation Management, Business Administration, Management or a related field.

**Experience Requirement**

Three (3) years of experience of the type and at the level of Airport Security Administrator supporting field operations in a medium or large hub civilian airport or military facility.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

Successful completion of the American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) Security training within (6) months of employment.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Extreme Cold temperature cold enough to cause marked bodily discomfort. Extreme Heat Temperatures hot enough to cause bodily discomfort.

Temperature Changes variations in temperature from hot to cold. Noise sufficient to cause distraction or possible hearing loss.

Hazards conditions where there is danger to life, body, and/or health. Potential exposure to hazards from electro/mechanical/power equipment Handles emergency or crisis situations.

Pressure due to multiple calls and inquiries Subject to long irregular hours

Subject to many interruptions

Subject to varying and unpredictable situations Subject to traffic, roadways, and pedestrians.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium. Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors. Crawling: Moving about in a low or crouched position.

Depth Perception: Ability to judge distances and space relationships.

Driving: Operating a vehicle for long periods of time and in adverse weather conditions affecting visibility.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise. Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means. Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 20 pounds from one level to another. Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon on object so that it moves away from the person. Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements. Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position. Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more. Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check Employment Verification Education Check  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-11**

**FLSA Code: Y**

**Established Date: 45130**

**Established By: GS**

**Revised Date:**

**Revised By:**

**Class History:**

7/23/2023- New Classification