



**FNT** | BISHOP INTERNATIONAL  
AIRPORT AUTHORITY

## Job Opening – Director of Public Safety

Winfield L. Cooper III  
*Chairperson*

Loyst Fletcher, Jr.  
*Vice-Chairperson*

Mark Yonan  
*Secretary*

Scott T. Henry  
*Treasurer*

Kevin J. Keane

Erwin F. Meiers III

Karyn L. Miller

Valaria Conerly Moon

Dr. Beverly Walker-Griffea

Nino Sapone, A.A.E.  
*Chief Executive Officer*

Organization:	Bishop International Airport Authority
Opening Date:	September 10, 2024
Applications Accepted Until:	Until Filled
City:	Flint
State:	Michigan
Salary Range:	\$87,000 - \$130,000 (Depends on Experience)
Type of Position:	Full Time

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### Description and Details

Bishop International Airport Authority is accepting resumes to fill the Director of Public Safety position.

This position is primarily responsible for oversight of all Law Enforcement, Airport Security, and Aircraft Rescue and Fire Fighting duties at Bishop International Airport Authority. A full job description and listing of duties is included below.

All applicants must satisfactorily pass an oral interview, a physical exam with drug test, and a thorough background investigation in order to be considered for employment.

Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of employment Visa at this time.

### How to Apply / Contact

To apply, submit your resume and cover letter to Christopher Yeates, Bishop International Airport, 3425 West Bristol Road, Flint, MI 48507 or by email to [cyeates@bishopairport.org](mailto:cyeates@bishopairport.org)



3425 West Bristol Road  
Flint, MI 48507-3183  
810.235.6560

**bishopairport.org**

*An Equal Opportunity Employer*

# DIRECTOR OF PUBLIC SAFETY

## **POSITION SUMMARY:**

The Director of Public Safety is responsible for all Law Enforcement, Airport Security, and Aircraft Rescue and Fire Fighting (ARFF) duties, including but not limited to all functions related to CFR Part 139 and 1542 regulations. The position provides the management, administration and leadership of all public safety related functions, serves as a liaison on emergency preparedness, oversees and coordinates training programs and emergency operations drills, assists other airport departments with their emergency and mitigation plans, and develops concepts and budgets designed to mitigate the threat of emergencies for FNT. The Director of Public Safety reports to the Chief Operating Officer.

## **DUTIES AND RESPONSIBILITIES:**

- Carries out Aircraft Rescue and Fire Fighting Law Enforcement Officer, and emergency medical duties.
- Continuously evaluates emergency preparedness and response procedures to ensure the effective mobilization of security, safety and relief services for the airport for mitigation of the threat of emergencies and disasters.
- Recommends policy and procedure changes, implements changes, and monitors procedures for compliance.
- Supervises direct reports, providing performance feedback, training and counseling to ensure that policies and procedures are fairly applied, and that Airport Public Safety functions are properly performed.
- Manages Public Safety Department budget, monitors and controls expenditures, and prepares annual Public Safety budget recommendations to the COO.
- Oversees Public Safety Department operations, including department goals, job assignments, schedules, and Public Safety employee responsibilities.
- Provides overall direction in the enforcement of security rules, regulations, and procedures concerning buildings, access roads, and parking facilities.
- Assists and coordinates as needed with contractors in completion of construction and maintenance projects.
- May act as an Airport Project Manager, as assigned.
- Develops procedures and programs to enforce compliance with all rules and regulations.
- Oversees the hiring process for Department of Public Safety, including interviewing and selecting candidates.
- Oversees Safety Committee meetings established by Collective Bargaining Agreements and ensures follow up as necessary.
- Provides overall management of safety programs in conjunction with Human Resources.
- Maintains an effective working relationship with Airport Employees and Tenants.
- Communicates safety- and security-related issues or topics with appropriate Airport stakeholders. Coordinates with appropriate Airport stakeholders to develop new safety-related programs and initiatives and assist in public relations activities related to the continued development of airport safety.
- Ensures compliance with Airport Rules and Regulations and appropriate directives issued by federal, state, and local authorities.

*The duties and responsibilities identified above are intended to be sufficient to identify the position and be illustrative of the many duties that may be assigned. They should not be interpreted to describe all of the duties of an employee assigned to this position may be required to perform.*



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# DIRECTOR OF PUBLIC SAFETY

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of TSA, FAA, state and local laws and regulations.
- Ability to physically perform the work of a law enforcement officer and airport rescue fire fighter.
- Ability to integrate and apply the concepts of comprehensive emergency operation management (mitigation, preparedness, response and recovery) into the Airport's disaster programs.
- Proven track record of developing and maintaining working relationships with private, military, local, state, and federal officials in order to keep up to date on current issues facing the emergency management community.
- Highly developed ability to:
  - Communicate honestly and effectively both orally and in writing with diverse constituencies on a variety of levels;
  - Prepare clear, concise and comprehensive written documents in English;
  - Manage multiple projects and meet deadlines;
  - Solve practical problems and deal with numerous variables in situations where limited standardization exists;
  - Interpret a variety of instructions in written, oral, diagram, or schedule format;
  - Function independently and exercise considerable judgment in the resolution of problems and coordination of emergency incidents;
  - Exercise good judgment, discretion, empathy and understanding of people; and
  - Interact with persons in a tactful, mature, fair, and consistent manner.
- Extensive organizational skills and the ability to function effectively in a fast-paced environment.
- Extensive knowledge of:
  - FAA Ground Control radio procedures;
  - Airport operations, terminology, facilities, safety and security procedures, federal, state, and local aviation rules, regulations pertaining to airport ground operations, capability, and operating problems of aircraft in general use; and
  - Emergency management theory and programs.
- Considerable knowledge of policies, practices and techniques of general personnel management and administration.
- Proficiency in Microsoft Office software including Word, Excel, Power Point and Access.
- Understands processes and requirements for equipment procurement and management of consultants and contractors.
- Serves the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the Authority's Ethics Policy.
- Establishes and maintains effective working relationships with the public, co-workers, elected and appointed officials, and persons of diverse cultural and linguistic backgrounds, regardless of race, religion, age, sex, disability, political affiliation, or sexual orientation.
- Travel expectation and out of office work to include meeting with local partners, community engagement, and industry conferences and training: 0% to 10%.
- The duties of this position require onsite participation. Only limited remote work in extreme circumstances may be approved.



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# DIRECTOR OF PUBLIC SAFETY

## **SUPERVISION EXERCISED/RECEIVED:**

Directly supervises Public Safety Sergeants and Manager of Security Operations

Indirectly supervises approximately 17 public safety officers

Receives limited supervision from COO.

## **PHYSICAL DEMANDS:**

While performing the duties of the job, the employee is regularly required to sit, climb, stand and walk. Hearing and vision must be compatible for vehicle and aircraft radio.

## **CONDITIONS:**

- Exposure on a regular basis to general office noise and noise associated with aircraft and heavy machinery.
- Exposure to flashing lights, noise, fuels and chemicals associated with aircraft, heavy equipment and vehicles.
- Subject to remaining on duty beyond assigned working hours to provide assistance when necessary.
- Must be available for 24-hour on-call response to after-hour emergencies and weather-related events.
- May work weekends and holidays as needed.

## **MEDICAL EXAMINATION:**

Employment is contingent upon the results of a physical examination performed by our examining physician.

## **PRE-EMPLOYMENT DRUG TESTING:**

Employment is contingent upon the results of a pre-employment drug screening.

## **PRE-EMPLOYMENT BACKGROUND INVESTIGATION:**

Ability to successfully pass a thorough investigation consisting of a criminal history check (including but not limited to the requirements of TSR 1542.209, verification of prior employment and performance, reference, and credentials checks.

## **PREFERRED MINIMUM QUALIFICATIONS:**

- Certified Firefighter I & II, or equivalent;
- Aircraft Rescue and Fire Fighting Certified through approved Federal Aviation Administration program;
- Certified Law Enforcement Officer;
- Certification in CPR and EMS with a minimum of Emergency Medical Technician – Basic (EMTB) certification;
- Possession of a valid Michigan Standard Operator driver's license or able to obtain within 6 months;
- Working knowledge in maintaining compliance with federal regulations related to airport police / fire, emergency medical, airport security, and emergency management;
- Bachelor's Degree or equivalent combination of education, training, and experience in police administration, criminal justice, fire science, airport management, and other related areas;
- Minimum of ten (10) years' experience in an airport public safety operation, airport law enforcement, or airport fire department; and
- Minimum of five (5) years' supervisory experience at the command level or equivalent.



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**Salary:**

- \$87,000 - \$130,000 depending on qualifications and experience

*Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of employment Visa at this time.*

*The required knowledge, skills abilities, and preferred minimum qualifications listed above are intended to represent skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

