

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Police Lieutenant

DEPARTMENT: Police Department

SUPERVISOR: Deputy Chief of Police

EFFECTIVE DATE: October 1, 2025

PAY LEVEL: 112 (\$67,104.10 - \$120,787.37)

PAY CLASSIFICATION: Exempt

DEFINITION: Assists the Deputy Chief of Police in the supervision, management and administration of the Airport Police Department. Performs routine patrols and related duties as required.

EXAMPLES OF DUTIES: Assists the Deputy Chief of Police as directed. Conducts background investigations as required to meet federal and state requirement. Coordinates FDLE mandated training for law enforcement personnel and ensures compliance with minimum training requirements. Supervises and participates in training programs for members of the Airport Police Department in police methods, procedures and duties, with particular emphasis placed on federal regulations governing airport security. Coordinates security and police requirements involving the arrival or departure of VIPs and other personnel having special travel requirements.

Assists in ensuring compliance with CFR Part 1542 and maintains records and reports as required. Performs security patrols, monitors vehicle traffic and parking areas, and performs other routine airport police duties. Reviews all police incident reports and incident logs as required. Manages the collection, storage and disposal of items entered into police evidence and provides oversight for the airport's lost and found program. Coordinates disposal of unclaimed items in accordance with state law. Conducts investigations regarding criminal and civil matters as required. Assists the traveling public and provides information in a courteous and friendly manner. Ensures the courteous and efficient treatment of persons subject to inspections, detention, search, arrest, and other aviation security matters.

QUALIFICATIONS: Bachelor degree in police administration or related field preferred, may be substituted with equivalent experience and training. Five years' experience as a police officer with a minimum of three years' experience in police administration/supervision. Must be certified as a law enforcement officer by the State of Florida and maintain such certification current at all times. Knowledge of federal, state, and local laws pertaining to airport security is

highly desired. Employee must pass and maintain FDLE Physical requirements, psychological screening, and remain certified drug free. Must possess strong interpersonal and administrative skills and the ability to interface and effectively communicate with staff, tenants, governmental agencies, and the general public. Must be able to communicate effectively in both oral and written form. Must possess a valid Florida driver's license.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.

PHYSICAL REQUIREMENTS

Occasional:

- Working on uneven or slippery surfaces.
- Ability to lift or push/pull 100+ lbs.

Frequent:

- Walking, standing, bending, running, climbing, squatting, twisting/turning, balancing, crawling.
- Ability to lift or push/pull up to 50 lbs.
- Reaching above shoulder, reaching outward, handling/fingering, typing/keyboard functions.
- Prolonged periods of visual concentration and moderate levels of eye/hand/foot coordination.
- Maintain ability and proficiency to operate department vehicles, assigned firearms, and equipment.
- Ability to defend oneself from physical assault/attack.
- Able to restrain, lift, and/or carry adults of varying weights.

Constant:

- Requires the ability to communicate effectively both orally and in writing, utilizing Standard English.
- Ability to hear (with or without a hearing aid) and have acceptable eyesight (with or without correction), and/or signal people to convey and exchange information.
- Ability to differentiate between colors or shades of color, read a variety of materials, and comprehend them.
- Ability to apply problem-solving skills and deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress when confronted with emergencies, unusual or dangerous situations, or situations requiring sustained attention or physical exertion.
- Walking for long periods of time (e.g., TSA checkpoint/terminal).

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee may be exposed to radiant and electrical energy sources, as well as grease, oils, solvents, chemicals, dust, and noise. There is frequent exposure to both indoor and outdoor environments, contact with the public, and

a variety of environmental, climate, weather, and terrain conditions. The employee is subject to varied work hours, overtime, and recall during emergencies as essential personnel.

Risk/Safety Conditions:

The position involves a significant degree of inherent danger and risk, with tension being a consistent part of the job.

DISCLAIMER:

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.