

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

JOB DESCRIPTION

CLASSIFICATION: Police Sergeant

DEPARTMENT: Police Department

SUPERVISOR: Police Lieutenant

EFFECTIVE DATE: October 1, 2025

PAY LEVEL: 109 (\$56,341.90 - \$101,415.41)

PAY CLASSIFICATION: Non-exempt

DEFINITION: Leadership airport law enforcement position responsible for airport security matters. Serves as public liaison for the Airport providing information and assistance to the traveling public in a friendly and courteous manner. Performs related duties as required.

EXAMPLES OF DUTIES: Assist department supervisors in the administration of the Airport Police training program and other duties associated with the security access control system. Serves as officer-in-command as assigned when department supervisors are not available.

Performs periodic patrols of all perimeter fences, gates doors, and other access points to the restricted areas of the airport. Serves as first responder to any security matter that may occur at the Airport. Enforces vehicle parking and traffic regulations. Performs daily runway safety inspections as required. Oversees day to day operations as a shift supervisor.

Ensures the courteous and efficient treatment of persons subject to inspection, detention, search, arrest, and other aviation security activities. Defers, detects, and/or diffuses incidents through constant physical presence as a uniformed law enforcement officer. Monitors computer controlled access and surveillance system. Provides law enforcement support for the security screening checkpoint as required. Assists other law enforcement agencies as required. Follow-up on reports and investigations. Investigates crimes as necessary.

QUALIFICATIONS: Three years minimum experience as a police officer. Must be certified as a law enforcement officer by the State of Florida and maintain such certification current at all times. Must possess a valid Florida driver's license. Knowledge of federal, state, and local laws pertaining to airport security is required. Employee must be physically fit, submit to psychological screening, and be certified as drug free. Must possess strong interpersonal skills and the ability to interface and effectively communicate with Airport staff, tenants, governmental agencies, and general public. Must communicate effectively in both oral and written form.

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.