



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 924.3

Job Title: **AIRPORT SECURITY INVESTIGATOR**

Pay Grade: 23

### **GENERAL SUMMARY:**

Protects Houston Airport System assets by investigating crimes and threats against the organization, working with law enforcement agencies and evaluating effectiveness of security programs and plans.

### **RESPONSIBILITIES:**

- Investigates threats and crimes, such as internal security violations, unruly customers and security violations by employees. Determines the cause of security violations. Reviews security information to identify patterns and trends.
- Monitors airport activities, inspects airport property and facilities and uses security tools, equipment and processes to identify potential threats. Coordinates the airport response to criminal or bomb threat situations.
- Evaluates the effectiveness of security measures, systems, policies and procedures and response plans to threats. Recommends improvements to management. Tests backup systems.
- Prepares reports for management, including activity and project reports, reports on violations and corrective actions, and analyses and summaries on security information and trends. Offers insight on complicated and detailed security issues.
- Maintains liaison with law enforcement agencies, airline security personnel and airport tenants and employees by establishing meetings. Explains security policies, procedures, rules and regulations. Coordinates response plans.
- Keeps abreast of existing and new legislation and ensures compliance to federal, state and local requirements. Anticipates future legislation. Advises airport management on needed action.
- Contributes to the team effort by performing related duties as needed.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Public Administration, Business Administration or a related field.

#### **LICENSE/CLEARANCE:**

Requires a valid Class C Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

Must be able to pass a criminal background check and obtain and maintain federally mandated security clearances for working at an airport.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Four years of professional experience investigating security threats and loss are required.

Four years of professional law enforcement experience, preferably with the airline/airport industry, may substitute for the education requirement.

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Airport Security Investigator  
Airport Security Coordinator  
Airport Security Manager