



EXTERNAL JOB POSTING AIRPORT COMMUNICATIONS DISPATCHER CERTIFIED LIST

Title: Airport Communications Dispatcher
Department: Police
Reports To: Police Chief or their designee
Pay Grade: \$43,477
Shift: TBD

SUMMARY Airport Communication Dispatchers provide the communication link for security and emergency services at the airport. They direct the response of RIAC Police relative to all incidents involving passengers and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Answers 911 and emergency calls from within the terminal.
Dispatches police officers to respond to emergency calls.
Coordinates with RIAC Crash Rescue and Warwick Fire Department as necessary.
Monitors radio communications between the tower, RIAC Operations, and RIAC Crash Rescue.
Arranges for RIAC Operations to provide escort vehicles for airlines upon request.
Dispatches police officers or other assistance to vehicle accidents within the AOA.
Monitors security video cameras and dispatches officers to appropriate locations as required by the situation.
Causes officers to respond to unusual situations involving security doors.
Runs background checks on new employees.
Maintains typewritten logs of all important incidents.
Coordinates the airport Lost and Found.
Provides records and logs as needed.
Operates the RILETS System.
Uses the terminal paging system as needed.
Maintains contact with other police departments as appropriate.
Directs Building Maintenance personnel to problems within the terminal.
Monitors all mechanical and equipment alarms; responds according of standard procedures when alarms are sounded.
Managing departmental overtime hours.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Routine knowledge of airport operations, including security. The ability to think quickly and react to emergency situation. Sound judgment and the ability to communicate clearly with police officers and emergency units.

EDUCATION and/or EXPERIENCE High school education. Experience as a dispatcher or emergency responder. Work in security operations in an airport setting. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prolonged sitting and monitoring consoles. Typing required. Standing to place files in filing cabinets. Frequent pressure from stressful emergency situations.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Police department in the terminal. Office environment with multiple consoles and communications devices which are operating simultaneously.

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