

NAME: _____

SOCIAL SECURITY _____

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Jackson Municipal Airport Authority's mission is to connect Jackson to the world and the world to Jackson. If you'd like to see your career take flight and help us deliver on this mission, apply with us today! If you land a position with JMAA, there are abundant benefits you may be eligible for, including medical, dental, vision, life and disability insurance, generous time off benefits, a rich retirement program, and more! JMAA encourages the development of its team members and has an education reimbursement program. If you have the skills to successfully fill one of our open positions, we would love to speak with you!

JMAA is currently looking for qualified candidates to fill the role of **Airport Operations Agent**.

What traits do we seek? Successful candidates will...

- Display strong initiative while being attentive to details and compliance-focused.
- Knowledgeable of general security program compliance enforcement, specifically within the Airport Sterile, Secure, and SIDA designated areas, at terminal drives, public and employee parking areas, vehicle access points, as well as terminal, adjacent ramp, and airfield areas.
- High School diploma.
- Associate's Degree and/or advanced study in Security and/or Airport Operations is helpful but not required.
- Some previous experience working in the security field with extensive public contacts.
- Have a valid Mississippi driver's license with a class B endorsement and the ability to receive authorization to drive in secured areas.

What Do You Get to Do? You will...

- Assists the general public by providing directions, responding to questions and inquiries, and relaying onsite requests for assistance.
- Patrol assigned airport property in a vehicle or on foot to support and enforce security, ground transportation services, and public safety regulations.
- Gathers survey information from travelers regarding taxi, shuttle, checkpoint, flight wait times, and service quality.
- Monitors wait at taxi stands, TSA security screening, and baggage claim wait times.
- Issues airport rules violation citations as necessary, maintains records related to citations, and prepares daily activity logs.
- Monitors and directs vehicle and pedestrian traffic flow to and from the airport terminal building to reduce traffic accidents and incidents.
- Responds to door alarms and report incidents.
- Reports suspicious activities and individual security and safety hazards.
- Inspects assigned vehicles and equipment for maintenance or repairs.
- May appear in court to present evidence and testify as necessary and may assist sworn officers with traffic control and response to emergency situations.
- Documents incidents, accidents, or occurrences in writing, reporting essential information in accordance with department policy and procedures.

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- Complies with department and division policies, plans, and procedures. Performs other duties as required to ensure security and safety at the airport.
- May perform other duties as assigned.

If you are up for this amazing career opportunity where the sky is the limit, send your resume to recruiter@jmaa.com and be sure to include **“Airport Operations Agent”** in the subject line. We welcome you to learn more about us at jmaa.com.

This job posting is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. A detailed job description will be provided during the interview.

We’re an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, and any other protected status.

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