

JOB DESCRIPTION

JOB TITLE: Operations Specialist III

DATE: 04/10/2017

REPORTS TO: Operations Manager or Designee

FLSA: Non-exempt

DEPARTMENT: Operations

UNION: IUOE

JOB SUMMARY

Under direct supervision, this role is responsible to provide entry level support that requires high degree of skill, but of low difficulty, to appropriate personnel as directed by supervisor. This role will perform a variety of activities and must have the ability to work effectively under direct supervision.

DUTIES and RESPONSIBILITIES:

- Under supervision, monitors and controls the use of the airport.
- Reports any safety discrepancies.
- Provides information assistance to both airport users and the public.
- Communicates with the public either in person, by telephone, or electronically, providing necessary information and following through on the resolution of any problems in a polite and courteous manner.
- Keep supervisors informed as necessary.
- Distribute reports as directed.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide high quality customer service.
- Under general supervision, performs duties as assigned in the "air operations area";
- Conducts runway/taxiway braking actions and friction measurement activities and disseminates reports as necessary.
- Routinely performs FAA Part 139 and 107 inspections and surveillance including TSA 1542 and properly document and disseminate information.
- Issues NOTAMS and field condition reports and maintains logs for both.
- Closely follows prescribed Federal, State, and local rules and regulations.
- Responsible to close the airfield or portions thereof, as conditions dictate.
- Conducts both daily and non-routine airport safety and security inspections per the Airport Certification Manual (ACM), FAR part 139, and the Airport Security Plan (ASP).
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

Proven success and ability to:

- Format and effectively organize correspondence, reports, and written directives.
- Use effectively the English language through use of appropriate structure and content in memorandums and electronic messaging.

Proven skill attainment in:

- A wide variety of machines, vehicles, and equipment.
- Medium and heavy duty trucks and equipment.
- Microsoft Office programs including WORD, Access, Excel, PowerPoint, and Outlook.

Ability to:

- Identify, communicate, enforce, and resolve potential unsafe conditions on the airfield.
- Interpret and make decisions in accordance with laws, statutes, regulations, and established policies.
- Effectively communicate with Air Traffic Control Tower (ATCT) using proper phraseology.
- Successfully complete an airfield driving course.
- Work cooperatively with other Authority employees and the public.
- Under supervision, work in an efficient and effective manner to organize and prioritize work projects.
- Compose correspondence from fragmentary instructions.
- Comprehend and make inferences from written material.
- Work irregular hours, weekends, evenings, and holidays as scheduled.

EDUCATION, EXPERIENCE, AND SPECIALIZED TRAINING:

- Bachelor's Degree in Aviation Management or related field; or
- Minimum of two (2) years of Airport Operations experience, with three (3) – five (5) preferable if no degree.
- NIMS 100, 200, 700, 800.
- Proof of a valid state driver's license.
- Must satisfactorily meet and maintain STA and CHRC background check requirements.
- Must satisfactorily complete AOA driver training.

Any combination of experience and education that meet the minimum requirements will be considered.