

**Job Title: Operations Specialist II**  
**Status: Non-Exempt**

Under direction, provides highly skilled support of moderate difficulty to Directors, Manager and Supervisors. Must have the ability to prioritize and perform responsibilities for a variety of activities with minimal supervision.

### **Essential Functions**

- Monitoring and controlling the use of the airport.
- Report safety discrepancies.
- Provide information assistance to both airport users and public.
- Compose, type, and edit directives, bulletins, schedules, monthly reports, letters, publications and agendas as necessary.
- Review incoming correspondence, drafting responses on matters for which authority has been delegated.
- Talk with public in person, by telephone or email, providing the necessary information and following through on the resolution of problems in a polite and courteous manner.
- Keep supervisors informed of necessary information.
- Prepare daily shift assignments and pass down reports as directed.
- Coordinate and track all necessary badging and related requirements for airport users.
- Design, create and maintain various simple databases and websites.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Ability to perform in the air operations area, under general supervision.
- Conduct runway/taxiway braking actions and friction measurement activities and disseminate reports as needed.
- Routinely perform FAA Part 139 and 107 inspections and surveillance including TSA 1542, and properly document and disseminate information.
- Issues NOTAMS and field condition reports and maintain logs for both.
- Closely follow prescribed Federal, State and local rules and regulations.
- Conduct 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).
- Close the airfield or portions thereof, as conditions dictate.
- Other duties as assigned.

### **Required Knowledge, Skills and Abilities:**

Good Knowledge in:

- Formatting and organization of correspondence, reports, and written directives.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Working Skill in:

- A wide variety of machines, vehicles and equipment.
- Medium/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.
- Act independently and logically to implement policies of supervisor.
- Effectively communicate with Air Traffic Control Tower (ATCT) using proper phraseology.
- Successfully complete an airfield driving course.
- Work cooperatively with other Authority employees and public.
- Communicate orally with employees and public in face-to-face and one-on-one settings, in group settings or using the telephone or email.
- Work independently and/or organize work projects.
- Compose correspondence from fragmentary instructions.
- Comprehend and make inferences from written material.
- Produce written documents with clearly organized thought using proper sentence construction, punctuation, and grammar.
- Work irregular hours, weekends, evenings, and holidays as scheduled.

**Acceptable Experience and Training**

Bachelor's Degree in Aviation Management or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted. Proof of a valid state driver's license is required. Must satisfactorily meet and maintain a 10 year background check and finger print check. Must satisfactorily complete AOA driver training.

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