

## JOB DESCRIPTION

**JOB TITLE:** Operations Specialist III

**DATE:** 04/10/2017

**REPORTS TO:** Operations Manager or Designee

**FLSA:** Non-exempt

**DEPARTMENT:** Operations

**UNION:** IUOE

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### JOB SUMMARY

Under direct supervision, this role is responsible to provide entry level support to ensure compliance with local, state, and federal regulations related to airport operations and security; conducts inspections to assure safety, security and efficiency. 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.***