



**CHICAGO ROCKFORD**  
INTERNATIONAL AIRPORT

Updated: 2/24/2026

FLSA: Non-Exempt

Salary Class: Union

Reports to: Operations Manager or Designee

## **Operations Specialist III**

### **Nature of Work**

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

Keeps supervisors informed as necessary.

Distributes reports as directed.

Demonstrates 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.



## CHICAGO ROCKFORD INTERNATIONAL AIRPORT

Updated: 2/24/2026

FLSA: Non-Exempt

Salary Class: Union

Reports to: Operations Manager or Designee

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.

### **Supervision Received**

Works under general supervision of the Operations Manager or Designee

### **Supervision Exercised**

No direct supervision responsibilities.

### **Working Conditions & Physical Demands**

Moving about to accomplish tasks or moving from one worksite to another.

Communicating with others to exchange information.

Repeating motions that may include wrists, hands, and/or fingers.

Operating machinery and/or power tools.

Operating motor vehicles or heavy equipment.

Assessing the accuracy, neatness, and thoroughness of the work assigned.

Outdoor elements such as precipitation and wind.

Noisy environments.

Hazardous conditions.

### **Knowledge, Skills and Abilities**

Able to format and effectively organize correspondence, reports, and written directives.

Can use the English language effectively through use of appropriate structure and content in memorandums and electronic messaging.

Skilled in a wide variety of machines, vehicles, and equipment.

Skilled in medium and heavy-duty trucks and equipment.



**CHICAGO ROCKFORD**  
INTERNATIONAL AIRPORT

Updated: 2/24/2026

FLSA: Non-Exempt

Salary Class: Union

Reports to: Operations Manager or Designee

Proficient in use of Microsoft Office programs including Word, Access, Excel, PowerPoint, and Outlook

Able to identify, communicate, enforce, and resolve potential unsafe conditions on the airfield.

Possesses the capability to interpret and makes decisions in accordance with laws, statutes, regulations, and established policies.

Effectively communicates with Air Traffic Control Tower (ATCT) using proper phraseology.

Successfully completes an airfield driving course.

Works cooperatively with other Authority employees and the public.

Under supervision, works in an efficient and effective manner to organize and prioritize work projects.

Ability to compose correspondence from fragmentary instructions.

Skilled to comprehend and make inferences from written material.

Can work irregular hours, weekends, evenings, and holidays as scheduled.

### **Acceptable Experience and Training**

Bachelor's Degree in Aviation Management or related field. Minimum of three (3) years of Airport Operations experience if no degree. Possession of a valid driver's license authorizing operation of a motor vehicle in Illinois. 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.

Successful completion of NIMS 100, 200, 700, 800.



**CHICAGO ROCKFORD**  
INTERNATIONAL AIRPORT

Updated: 2/24/2026

FLSA: Non-Exempt

Salary Class: Union

Reports to: Operations Manager or Designee

I understand that my signature on this document affirms that I have reviewed my job description and agree that I can perform the duties and functions as defined in the job description.

---

Print Name

---

Sign Name