

OPERATIONS SPECIALIST

REPORTS TO:	Assistant Airport Director
DEPARTMENT:	Operations
GRADE / STATUS:	N55 – Non-Exempt

GENERAL PURPOSE:

Under the general supervision of the Assistant Airport Director and/or Director of Operations, responsibly performs a variety of technical, general operations, surveillance and enforcement duties associated with the safe, efficient and continuous operation of the airport.

EXAMPLE OF DUTIES:

Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class. However, the allocation of positions to this class will be determined by the amount of time in performing the essential duties listed below.

ESSENTIAL DUTIES / RESPONSIBILITIES:

- Performs daily inspections of all airport property to ensure compliance with FAA/Authority Rules, Regulations, and Minimum Standards. Reports discrepancies and assists with any corrective actions.
- Performs daily inspections of all aircraft movement areas for FAR compliance and safety through proper two-way radio communications, documentation, and minor airfield maintenance.
- Exercises continuous observation of weather conditions.
- Initiates snow removal response as required during inclement weather and coordinates all snow removal with aircraft operations.
- Issues Notices to Airman (NOTAM) as appropriate.
- Coordinates emergency response to airport emergencies in accordance with prescribed procedures. Take steps to minimize the impact on other airport operations. Charged with first response, disseminates and initiates actions to ensure proper notifications of appropriate agencies and aircraft removal / maintenance.
- Coordinates and monitors all airport or on-airport construction activities. Coordinates all tenant activities as snow removal, special events, construction, meetings, and any other activities.
- Maintains a daily log of operations activities.
- Monitors the noise complaint hotline and preferential runway program.

OTHER DUTIES / RESPONSIBILITIES:

- Maintains computer data files, compiles reports, and / or makes presentations on noise complaints, vehicle registration program, incident / accident reports, operations, fuel statistics or any other assigned research projects.
- Conducts airport tours and attends or participates on airport related committees, as assigned.
- Performs other related duties, as assigned.

JOB QUALIFICATIONS:

- Knowledge of:
 - Federal Aviation Regulations (FAR) pertaining to the airport and airfield operations.
 - Aircraft operation (or possession of a private pilots license).
 - Basic techniques of radio communication.
 - Word processing & database software.

- Skills in:
 - Understanding and communicating clearly in English.
 - Clear and effective written and oral communications.
 - Using a variety of office equipment & tools (i.e., computers, recorders, microfiche readers, scanner, and basic hand tools).
 - Communicating pleasantly and effectively with co-workers and the public.

- Ability to:
 - Operate airport vehicles & equipment including large snowplows, mowers, and dumptrucks.
 - Understand and independently follow through on oral and written directions and assignments.
 - Communicate via radio transmissions.
 - Work on-call during inclement weather and work alternate shifts.
 - Ability to lift and transport 50 lbs.
 - Type / keyboard at a speed of 35 wpm.
 - Work under stressful situations.

Education / Experience:

- Bachelor's degree from an accredited college with a major program of study in aviation management, airport administration, or airway science; and
- One year airport related experience; or
- Equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- A valid Colorado Class R Driver's License.
- May be required to pass the FAA 10-year criminal background check.

WORKING CONDITIONS:

- Variety of working environments including indoors and outdoors, and weather extremes.
- Rotating shift work including nights and weekends.
- Usually works alone and unsupervised.