



JOB DESCRIPTION

JOB TITLE: Airport Operations Specialist

JOB CODE: 1100

DEPARTMENT: Operational Services/Airport

FLSA STATUS: Exempt

REPORTS TO: Airport Operations Supervisor

SUMMARY OF JOB PURPOSE

Provides assistance in the coordination of aeronautical operations and performs a variety of work in the overall operations, administration, maintenance, emergency response, customer service, and management support duties.

ESSENTIAL FUNCTIONS

1. Inspects and performs repairs to airport facilities, runways, ramp areas, hangars, fences, and lighting; maintains daily inspection records and reports discrepancies to Airport Operations Supervisor or Director.
2. Maintains Airport grounds and facilities including removal of obstacles from runways, taxiways, ramps, and approaches; clears airport facilities of snow and applies sand to provide traction on slippery pavement surfaces.
3. Operates and repairs airport equipment including sweeper, utility trucks, mowers, snow removal equipment, ATV's, tractor, and backhoe.
4. Maintains records on airport supplies, facilities, services, and equipment utilization; orders supplies; enters, retrieves, and creates information/documents using a computer; participates in a variety of studies and special projects including collection, analyzing, and monitoring of data; assists with providing recommendations for improving operational efficiency.
5. Facilitates bi-weekly "Airfield Familiarization" class to tenants and users of the Airport.
6. Responds to emergencies and assists with emergency operations; provides first aid, operates rescue equipment and radios in cooperation with emergency personnel; provides information to incoming rescue units.
7. Assists in public relations by telephone or in person by helping customers, visitors, and tour groups; disseminate information to public including Airport Rules and Regulations, ordinances, Federal Aviation Regulations, Noise Abatement procedures, and weather.
8. Closes and open aircraft movement areas as conditions warrant; monitors airfield, construction, wildlife activity, weather conditions, and all other airside activities; issues and cancels NOTAM's as required; ensures the protection of runways, taxiways, ramps, safety areas, and aircraft operations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) plus three (3) years progressively responsible maintenance experience, with at least two (2) of those years in the aviation/airport related field including commercial, fixed base operator and/or airline experience; OR graduation from an accredited college or university with a degree in Aviation Management with a minimum of one (1) year experience performing a wide variety of airport related tasks at a public use airport; OR an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers and/or employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the principles and techniques of airport operational activities, administration, Federal, State, and Local laws, codes and regulations including FAA; tools, materials and equipment related to maintenance, basic construction, and repair of airport equipment including airfield lighting and equipment; Airport Safety procedures and accepted emergency practices including first-aid and CPR.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Drivers License and have the ability to obtain a Nevada Commercial Driver's License. Possess or have the ability to obtain a CPR and first-aid certificate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb to a height of 60 feet, balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 40 pounds and regularly lift and/or carry up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to dangerous machinery and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions,

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moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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