



City of Long Beach Employment Opportunity

AIRPORT OPERATIONS ASSISTANT

Job Number: EF2AN-18

SALARY: \$1,348.08 - \$2,082.64 Biweekly

OPENING DATE: 06/11/18

CLOSING DATE: 06/22/18 04:30 PM

DESCRIPTION:



Pre-posted for viewing beginning June 11, 2018 through June 17, 2018. Accepting online applications only. Apply online 24 hours a day, beginning June 18, 2018 through June 22, 2018 4:30 p.m.

EXAMPLES OF DUTIES: Under supervision, performs field operations duties on specified shifts required to maintain airport area safety, security, and airport noise ordinance standards; performs FAR Part 139 or CFR Part 1542 inspections to maintain FAA Airport Operating Certificate; responds to incidents and emergencies; assists with various Airport activities and events such as airfield and tenant construction projects, filming, and special aircraft operations to ensure compliance with FAA, TSA and airport regulations; observes, reports, and assists in correcting safety hazards; performs maintenance of the Airport noise monitoring systems; assists in wildlife hazard management system; maintains records for FAA compliance; investigates noise violations; utilize multiple hardware and software applications; may operate a vehicle; may interact with customers, airport tenants, and regulatory agencies; and performs other duties as required.

REQUIREMENTS TO FILE:

Applicants must meet one of the following options A OR B

A. Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field **(proof required) ***

OR

B. Education and experience in airport operations, airline operations, or noise abatement, offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis, for a total of **FOUR** years. College education is calculated at: 24 semester units = 1 year; 36 quarter units = 1 year **(proof required) ***.

Additional Requirements to File:

- Ability to:
 - Pass the airfield written and practical driving examination prior to completion of probation.
 - Effectively communicate both orally and in writing.
 - Comprehend written technical material relating to airport operations and noise control.
 - Follow verbal and written instructions.

- o Pass a Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by federal law.

Positions at the Airport require the ability and willingness to work irregular hours, overtime, weekends, evenings, and holidays.

A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection.

***Proof of required documents, such as degree, transcripts or certificates, must be uploaded to the online application at time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS:

FAA Pilot Certificate, American Association of Airport Executives (AAAE) Certified Member (C.M.) Certification, Airport Certified Employee (ACE), and Airports Council International (ACI) Certification. Knowledge of Microsoft Office, including SharePoint.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application Packet..... Qualifying
Occupational Written Exam.....Qualifying

This is a continuous examination. A minimum of 70 must be attained in order to pass.

The written exam is tentatively scheduled for July 16, 2018. If you have not received notification of the status of your application by July 6, 2018, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #EF2AN-18
AIRPORT OPERATIONS ASSISTANT
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Civil Service Department
333 W. Ocean Blvd., 7th FL
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

AIRPORT OPERATIONS ASSISTANT Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific

information about your qualifications for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?

- Yes
 No

- * 2. **REQUIREMENTS TO FILE:** Please indicate which of the following options qualify you for the Airport Operations Assistant position.
- Option A: Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field (proof required) *.
- Option B: Education and experience in airport operations, airline operations, or noise abatement, offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis, for a total of FOUR years. College education is calculated at: 24 semester units = 1 year; 36 quarter units = 1 year (proof required) *.
- I do not meet any of the requirements to file listed above. Selecting this option would disqualify you from applying for this position.
- * 3. Are you able to pass the airfield written and practical driving examination prior to completion of probation?
- Yes
 No
- * 4. Are you able to effectively communicate both orally and in writing?
- Yes
 No
- * 5. Are you able to comprehend written technical material relating to airport operations and noise control?
- Yes
 No
- * 6. Are you able to follow verbal and written instructions?
- Yes
 No
- * 7. Are you able to pass a Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by federal law?
- Yes
 No
- * 8. Are you able and willing to work irregular hours, overtime, weekends, evenings, and holidays?
- Yes
 No
- * 9. A valid motor vehicle operator's license is required by the hiring department. Do you possess a valid motor vehicle operator's license?
- Yes
 No
- * 10. **TRAINING:** I understand that college education is calculated at, 24 semester units = 1 year; 36 quarter units = 1 year, and college transcripts must be submitted as an attachment with this application to receive credit.
- Yes
 No
- * 11. **EXPERIENCE:** Briefly describe your experience in airport operations, airline operations, or noise abatement, offering specific and substantial preparation for the duties of the position. Include the following: 1) Name of Employer(s), 2) Job Title(s), 3) Dates employed, 4) hours worked, 5) Job duties. If you do not have any experience, type N/A. .

- * 12. **DESIRABLE QUALIFICATIONS:** Indicate, by checking off the appropriate box or boxes, if you possess any of the desirable qualifications. You may attach copies of your certifications to your application.
- FAA Pilot Certificate
 - American Association of Airport Executives (AAAE) Certified Member (C.M.) Certification
 - Airports Council International (ACI) Certification
 - None, selecting this option will NOT disqualify me from the position
- * 13. Indicate your level of knowledge in Microsoft Office.
- Extensive
 - Some
 - Limited
 - None, selecting this option will NOT disqualify me from the position
- * 14. Indicate your level of knowledge in Microsoft SharePoint.
- Extensive
 - Some
 - Limited
 - None, selecting this option will NOT disqualify me from the position
- * 15. **GENERAL QUESTIONS:** Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.
- Yes No
- * 16. I understand that proof of required documents must be submitted as attachments at the time of filing online. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. Proofs may include the following below: • Related Certifications • Education Transcripts • DD 214 Member 4 Form or other appropriate documentation, if claiming Veteran's Preference
- Yes No
- * 17. Please note that candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.
- For information on evaluation services: [Education Evaluation Services](#)
- Do you understand the information above?
- Yes No
- * 18. **ACKNOWLEDGEMENT:** I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. I understand that if I am offered employment I will be required to successfully pass a medical examination. Do you understand these stipulations?
- Yes No

* Required Question