

TITLE: AIRPORT OPERATIONS ASSISTANT I - II

DEFINITION: Under supervision, performs field operation duties on specified shifts required to maintain airfield/terminal building area safety, security, and noise ordinance standards.

DISTINGUISHING CHARACTERISTICS:

Grade Level I Airport Operations Assistant I performs airfield, terminal building and parking lots/ structure inspections; performs public affair responsibilities such as visitor escort and customer service duties; monitors aircraft traffic for noise abatement purposes; acts as assigned during emergency response.

Grade Level II Airport Operations Assistant II may perform duties as above, but in addition performs the more complex duties of the class; assists in the monitoring of airfield operations and investigation of procedure violations; assists in enforcement of the City's Noise Control Ordinance; completes special projects.

EXAMPLES OF DUTIES:

- 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 plan;
- Maintains records for FAA compliance;
- Investigates noise violations;
- Utilize multiple hardware and software FAA applications;
- May operate a vehicle;
- May interact with customers, airport tenants, and regulatory agencies;
- Performs other duties as required

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field.
- 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to pass the airfield operations driving examination.
- Ability to effectively communicate both orally and in writing.
- Ability to use a personal computer including word processing Microsoft Office software;
- Ability to comprehend written technical material relating to airport operations and noise control.
- Ability to follow verbal and written instructions.
- Ability to pass a Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by federal law.

Willingness to work irregular hours, overtime, weekends, evenings, and holidays,.

A valid motor vehicle operator's license

HISTORY:

Established 09/95

Approval/Adoption Dates: 10/11/95 - Human Resources Department

10/11/95 - Civil Service Commission

Revised 11/30/2020

Approval/Adoption Date: 12/16/2020

Civil Service Commission: 12/16/2020