



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

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.

REPORTS TO: Employee's immediate supervisor.

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 FAR Part 107 and 139 airfield inspections;
- Patrols on foot and in vehicle to inspect terminal buildings/parking lots, structures to ensure safety, security, and housekeeping standards.
- Escorts airport visitors, contractors, filming staff;
- Assists in monitoring airfield and landsite construction projects;
- Observes, reports, and assists in correcting safety hazards;
- Assists Airport Safety Officers or outside agencies by reporting incidents or crimes under the agency's jurisdiction;
- Assists the public by advising and by providing information or services as needed;
- Maintains activity logs and records;
- Assists in the maintenance of the aircraft noise monitoring system;
- Assists in aircraft violation investigations;
- Identifies aircraft through visual or radio monitoring by marking aircraft type and identification number;
- Monitors aviation band radio frequencies to verify aircraft operations;
- Maintains an activity log of aircraft operations;
- May perform as dispatcher using radio or telephone and operate related equipment;
- May operate a vehicle;
- Performs other duties as required.

MINIMUM REQUIREMENTS:

- Recent experience in airfield or aircraft operating procedures.
- Education or training in airport management or airfield operations may be substituted for the required experience.

AIRPORT OPERATIONS ASSISTANT I - II

MINIMUM REQUIREMENTS (Continued):

- Ability to pass the airfield operations driving examination.
- Ability to write legibly and accurately.
- Ability to comprehend written technical material relating to airport operations and noise control.
- Ability to follow verbal and written instructions.
- Ability to learn a variety of computers and computer programs.
- Willingness to work irregular hours, weekends, evenings, and holidays as needed.
- Proof of a valid motor vehicles operator's license by close of filing. (A current DMV driving record must be submitted to the hiring department at time of selection review.)

HISTORY:

Established 09/95

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