

AIRPORT OPERATIONS OFFICER

DEFINITION

Under direction of the Airport Manager, the Airport Operations Officer operates with some independence, exercises sound judgment, and initiative in monitoring the airport operations and provides guidance and direction to ensure compliance with safety and security requirement set forth by the Federal Aviation Administration (FAA) regulations; and performs related tasks, as required.

DISTINGUISHING CHARACTERISTICS

This entry-level position reports directly to and receives direction from the Airport Manager. The incumbent is responsible for coordinating various aspects of airport operational activities on the airfield, performing airfield inspections and security patrols; detecting and reporting safety violations; responding to emergencies; serves as the Airport's on-call representative during non-business hours, and performs various aeronautically related administrative functions. Represents airport management in the absence of higher authority, particularly in contacts with tenants, other agencies and the general public to ensure safe and efficient operation of the airport.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts airfield facility inspections as specified in FAR Part 139, determining any hazardous conditions which may make the airfield unsafe; Inspects fueling facilities, vehicles, navigational aids, and all airport facilities; Removes foreign objects, documents inspection findings and reports conditions to management; issues notices to Airmen (NOTAMs) and coordinates aeronautical activities; maintains and organizes all Part 139 related files including inspection checklists, the NOTAM log, the Airfield Maintenance Work Order System, training records, reference materials, and other related records and documents; prepares various operational reports and records; conducts airfield security inspections as specified in TSR 1542; monitors individual and vehicle access within the airport operating area (AOA); observes security violations, requests law enforcement response when necessary; coordinates appropriate actions of airport security violations with airport management; monitors the AOA and provides guidance and direction to tenants and airport users to ensure compliance with safety and security requirements; reviews and enforces requirements as outlined in the Airport Security Program, the Airport Certification Manual, and the rules and regulations; Advises tenants and airport users of violations and attempts to diplomatically ensure compliance or reports to management; coordinates airfield construction and maintenance activities; performs daily site inspections and ensures compliance with applicable rules, regulations, and contracts; contacts tenants and airport users to coordinate operations when affected by construction and/or maintenance activities, airfield emergencies, special events, or other situations that would alter normal airport operations. Maintains records of aircraft activity and prepares billing statements for collection of airport revenue; operates the airport security access control system; coordinates activities including protocols, procedures, training, and documentation; badge issuance, audits, and administration; provides driver and security training to tenants and employees; responds to and resolves airport operations inquires, problems, and complaints involving airport tenants, airport users, or the media; coordinates aircraft parking, emergencies, and normal operation among tenants and other airport users; observes airport tenants activity to ensure compliance with operational provisions of lease documents; responds to aircraft accident/incident and other emergency situations that occur on airport property; coordinates related activities, implements emergency or security plan measures until relieved by proper authority; performs duties of coworkers as necessary to ensure continuity of operations during absences. adheres to safety standards as described in the Illness and Injury Prevention Plan; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies;

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operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training and Experience – Graduation from high school or GED equivalent. Thirty college semester units majoring in Aviation or related field or two years of full-time airport operations experience is required.

Knowledge & Abilities - Knowledge of: General knowledge of airport operating principles and practices; general knowledge of FAR Part 139 and TSR 1542; modern office equipment including computer systems and proficiency in operating Microsoft applications, such as Excel, Word, and PowerPoint. **Ability to:** multitask and demonstrate critical thinking skills; present explanatory or interpretive information clearly and concisely with regard to policies, procedures, guidelines, mandates, regulations, etc.; ability to perform internet and regulatory research, and effectively communicate findings in both written and verbal media; ensure compliance with 14 CFR Part 139, the contents of Southern California Logistics Airport (SCLA) Airport Certification Manual (ACM), the SCLA Airport Security Plan (ASP), and the SCLA Rules and Regulations; maintain written log of significant events and actions during shift, conduct surveys, prepare report, maintain records and performs other duties as may be assigned. effectively present instructions and information in writing and verbally to coworkers, the general public, airport tenants, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work including, airport tenants City and other government officials, community groups, and the general public; and apply safe work practices.

Licenses & Certificates - Possession of a valid California Class "C" driver's license. Must be able to obtain an Airport access badge with driving privileges within thirty days of appointment. Successful completion of FAA/AAAE Basic Airport Safety and Operations Specialist School (ASOS) within the first year of employment.

WORKING CONDITIONS

Work is performed in both an office and field environment in close proximity to other workers. Duties outdoors require exposure to a variety of environmental conditions such as wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, and dust. Incumbent must have the mobility to visit various job sites on an occasional basis, and perform physically demanding tasks which require the ability to stand, walk, bend, stoop, climb, lift moderately heavy objects, and climb ladders work at various heights. Incumbent must be able to see within the normal distance and color with or without correction and have the ability to read printed material the size of typewritten characters. Incumbent must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent must be willing to work an irregular schedule which may include weekends, holidays, evenings, rotating, and or varying shifts, including on-call duty.

APPROVED:


PERSONNEL OFFICER

DATE: January 9, 2013

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position. Shared/jobdescriptions(Final)/Economic Development-Airport/Airport Operations Officer/1/9/13 [chw]