



JOB DESCRIPTION

Airport Operations Officer

Date Prepared: August 2014

SUMMARY: Under basic direction, this position 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 requirements set forth by the Federal Aviation Administration (FAA) regulations; and performs related tasks, as required.

ESSENTIAL FUNCTIONS: -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Conduct airfield facility inspections as specified in FAR Part 139, determining any hazardous conditions which may make the airfield unsafe.
- Inspect fueling facilities, vehicles, navigational aids, and all airport facilities.
- Remove foreign objects, document inspection findings, and report conditions to management.
- Issue notices to Airmen (NOTAMs) and coordinate aeronautical activities.
- Maintain and organize 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.
- Prepare various operational reports and records; conduct airfield security inspections as specified in TSR 1542.
- Monitor individual and vehicle access within the airport operating area (AOA).
- Observe security violations, requests law enforcement response, when necessary; coordinate appropriate actions of airport security violations with airport management.
- Monitor the AOA and provide guidance and direction to tenants and airport users to ensure compliance with safety and security requirements.
- Review and enforce requirements as outlined in the Airport Security Program, the Airport Certification Manual, and the rules and regulations.
- Advise tenants and airport users of violations and attempt to diplomatically ensure compliance or report to management; coordinate airfield construction and maintenance activities.
- Perform daily site inspections and ensure compliance with applicable rules, regulations, and contracts.
- Contact 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.
- Maintain records of aircraft activity and prepare billing statements for collection of airport revenue; operate the airport security access control system.
- Coordinate activities including protocols, procedures, training, and documentation.
- Badge issuance, audits, and administration; provide driver and security training to tenants and employees; respond to and resolve airport operations inquiries, problems, and complaints involving airport tenants, airport users, or the media.
- Coordinate aircraft parking, emergencies, and normal operation among tenants and other airport users; observe airport tenants activity to ensure compliance with operational provisions of lease documents.

- Respond to aircraft accident/incident and other emergency situations that occur on airport property; coordinate related activities, implements emergency or security plan measures until relieved by proper authority.
- Perform duties of coworkers, as necessary to ensure continuity of operations during absences.
- Utilize computer software programs competently.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from high school OR GED equivalent; AND Thirty college semester units majoring in Aviation or related field OR two years of full-time airport operations experience.

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.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Multitasking and demonstrating critical thinking skills.
- Presenting explanatory or interpretive information clearly and concisely with regard to policies, procedures, guidelines, mandates, and regulations.
- Performing internet and regulatory research, and effectively communicate findings in both written and verbal media.
- Maintaining records of significant events and actions.
- Conducting surveys, preparing report, and maintaining records.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- 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.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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. Must be able to lift up to 50 pounds. 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.

Department Head Approval

Date

Personnel Officer Approval

Date