



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Airport Operations Specialist

Department: Airport
Date Established: 3/2014

Reports to: Airport Manager
Date Revised: 7/2018

Pay Grade: H04
FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Airport Operations Specialist performs a variety of safety, security, maintenance and administrative duties in compliance with federal, state, county and city regulations to ensure the safe, secure, convenient and efficient operations of the airport. The job represents the airport to the public, airlines and airport businesses providing information and assistance when needed. The job will monitor airport runways and facilities to ensure safety and other hazards are identified and that measures are taken to mitigate problems identified. The job also assists with minor housekeeping and maintenance of the terminal and other facilities, performing general landscaping duties such as mowing, watering, pruning and trimming and snow removal.

The job requires knowledge of the operation of power tools and light equipment such as mowers and trimmers, tractor and snow blowers. It requires specialized knowledge of Federal Aviation Administration (FAA) airport maintenance standards and field condition reporting requirements and Transportation Security Administration (TSA) regulations related to airport operation and security.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a public airport environment that may include exposure to adverse weather conditions, aircraft hazards, moving vehicles and heavy equipment at the job site, and hazards involving the use of power tools and equipment. The noise level is generally moderate but with occasional exposure to noisy and/or loud equipment.

The job is an on-call position, responding to emergency and/or weather-related situations and requires 30 minute response to the job site as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Performs daily and special airfield inspections and completes field condition reports, documenting safety/security issues using an FAA approved checklist and taking action to correct and/or mitigate risk caused by the issue. Reports significant safety problems by issuing Notice to Airman (NOTAM) information, directs airfield activities and coordinates with the Air Traffic Control Tower, airlines and other agencies.

Monitors pavement conditions, inspects and reports runway conditions and braking action; coordinates snow and ice control activities; conducts follow-up inspections.

Observes wildlife activities and habitat; identifies potential hazards and responds to reports of potentially hazardous wildlife activities. Takes appropriate action to mitigate hazards.

Performs airport security tasks such as access-alarm monitoring and response, perimeter fence inspections, gate inspections, badge checks and terminal and airport property patrols.

Contributes to safety and security of airport grounds and facilities during emergencies by performing support duties such as performing airport inspections, providing gate or perimeter security, maintaining an event log, etc.

Opens and closes the passenger terminal, assisting stranded passengers, representing the City during daily activities and ensuring a City presence at the airport during times of operation. Ensures airport activities are appropriately documented by maintaining detailed records, compiling data and preparing reports and by maintaining and updating a daily Airport Activity Log.

Assists in maintenance of the airport terminal, ground and other facilities by performing light housekeeping and maintenance, performing basic landscaping duties, removing snow from sidewalks, parking areas and roadways and controlling weeds and pests through application of herbicides and pesticides and setting traps.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of airport safety and security, including specialized knowledge of Federal Aviation Administration (FAA) operational and maintenance standards and field condition reporting requirements and Transportation Security Administration (TSA) standards;
- Federal, state and local laws, regulations, policies and procedures related to operations of commercial airport, airfield and terminal procedures and technical aviation issues, equipment and administration;
- Safety practices and precautions sufficient to recognize and correct hazardous situations;
- Basic aviation and airport control procedures sufficient to provide safe coordination of airport and aircraft activities;
- City policies regarding safe work practices relating to use of light and medium equipment, power tools, and hand tools;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Monitor airport and airline operations and security and recognize and correct hazardous situations;
- Prepare clear, accurate, concise and comprehensive oral and written reports, logs, and NOTAMS;
- Handle customer concerns skillfully and respectfully;
- Prioritize work and dispatch information during emergency situations;
- Make quick decisions and modify established practices and procedures to emergency situations;
- Interpret regulations, policies and procedures;
- Operate a motor vehicle and light equipment;
- Operate a personal computer with job-related software and applications;
- Operate hand tools;
- Operate power tools and equipment;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;

- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- One (1) year experience in airport operations or administration including demonstrated experience conducting airfield inspections preferred;
- Must have a valid Idaho Driver's License with safe driving record or be able to obtain one within 30 days of employment.
- Must successfully complete and maintain a fingerprint-based Criminal History Background Check and a Security Threat Assessment.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials or manipulate tools, and reach with hands and arms; operate a motor vehicle or job-related equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. The position works in all weather conditions, exposing the incumbent to extremes of heat, cold, rain and snow and the associated hazards. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.