

## **AIRPORT OPERATIONS SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the Airport Operations Supervisor, an individual assigned to this class has rotating shift responsibility to monitor and control airport use and to respond to real or potential emergency situations. The work follows closely prescribed Federal, State and local laws and regulations, though considerable initiative may be required in unusual situations. Assistance for difficult or unusual situations may be available only in the event of emergencies during certain hours of airport operation. Does minor maintenance tasks as required. The work is reviewed through conferences and analysis of reports. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Observes, reports and takes corrective action to comply with both Federal and departmental regulations regarding airport security;

Conducts regular safety inspections of airfield runways, taxiways, lighting and security;

Inspects tenant and concessionaire leased areas;

Inspects all public areas of roadways, parking lots and grounds;

Inspects aircraft movement areas with airline representatives;

Reports safety discrepancies and observes that corrective action is taken;

Closes airfield or portions thereof as safety discrepancies dictate;

Issues notices to aeronautical personnel when appropriate;

Maintains regular contact with airport tenant's aeronautical users, FAA, NYDOT and other county departments involved with the airport;

Observes and reports on safety compliance during airport maintenance and construction projects;

Initiates corrective action when conflicts with users develop;

Accomplishes airfield condition and "friction measurement" reports and disseminates same to the FAA and airport users when conditions warrant;

Initiates airport emergency and foul weather plans when required and operates an Aircraft Rescue and Firefighting Vehicle while serving as the on-scene incident commander during aircraft emergencies until relieved by higher level management;

Answers office telephones and radios, and furnishes information regarding airport operations and services;

Maintains a detailed official daily airport log;

Prepares and maintains all required reports relating to field conditions, equipment status and training;

Issues permits for airfield vehicular operations;

Handles lost and found items for airport users;

Coordinates tours and open house activities in airport facilities;

Represents airport management during other than normal hours;

Provides information assistance to the general public regarding

airport activities;  
Performs minor maintenance and custodial tasks in accordance with general upkeep of premises and building environment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and procedures involved in the operation of a commercial airport;  
Thorough knowledge of Federal rules and regulations affecting airport daily operations;  
Thorough knowledge of airport procedures and aviation terminology;  
Good knowledge of the principles and procedures involved in Aircraft rescue, Firefighting equipment and agents;  
Good knowledge of safety considerations in the operation of a commercial airport;  
Ability and willingness to work hours determined by shift assignment including nights, weekends, holidays and overtime as required;  
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Ability to work hours determined by shift assignment;  
Ability to read, understand, interpret and explain rules and regulations;  
Ability to work under demanding conditions, analyze situations and make decisions rapidly and decisively;  
Ability to gather, analyze and evaluate facts;  
Ability to prepare and present concise oral and written reports;  
Ability to operate an alpha-numeric keyboard such as a typewriter, word processor or personal computer;  
Ability to maintain effective working relationships with other employees and the public, and to deal with public relations problems courteously and tactfully;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Completion of at least 60 semester credit hours at a regionally accredited or New York State registered college or university in aviation management, aeronautical studies, fire protection technology or related field and one year of experience in airport operations; OR
- B) Graduation from high school or possession of an equivalency diploma, one year of airport operations and EITHER:
  - 1) Two years of airport operations experience at an airport with scheduled air service; OR
  - 2) Two years of Aircraft Rescue and Firefighting experience at an airport with scheduled air service; OR
  - 3) Two years of aviation experience as a member of the U.S.

- 4) military; OR
- 4) One year of airport operations or Aircraft Rescue and Firefighting experience at an airport with scheduled air service AND one year of paid or volunteer firefighting experience in an organized fire company which shall have included the use of chemical firefighting agents; OR
- C) An equivalent combination of training and experience as indicated by the limits of A) and B) above.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

- 1) Possession of a NYS Basic Emergency Medical Technician Certificate, and
- 2) Completion of the Airport Rescue Fire Fighting (ARFF) requirements or NYS Basic Firefighter Training Course, and
- 3) Possession of the appropriate level Motor Vehicle Operator's License.

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COMPETITIVE