

SENIOR AIRPORT OPERATIONS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position has rotating shift responsibility for monitoring and controlling airport use and responding to real or potential emergency situations and ensuring adherence to appropriate Federal, State and local laws, codes and regulations. The incumbent has responsibility for maintaining the Airport Certification Manual (ACM) and ensuring compliance to include all updates, training and record keeping. The incumbent acts as the airport security coordinator when necessary and performs regular reviews and updates of the airport security plan (ASP) and ensures compliance to TSA Part 1540 and ASP requirements. Responsibilities also include processing and initiating corrective action for Part 139 inspection reports and ensuring that all requirements are met. The work is performed under the general supervision of the Commissioner of Aviation or Deputy Commissioner of Aviation. The work of this class is distinguished from Airport Operations Specialist by the greater complexity of tasks, the program knowledge required, the responsibility for acting as lead worker, and the exercise of independent judgment in carrying out the work performed. Supervision of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Observes and monitors airport employees, tenants and contractors to ensure compliance to applicable Federal, State and local laws, codes and regulations are being met;

Writes specifications for the purchase of capital and ancillary emergency equipment;

Oversees and conducts regular inspections of airfield runways, taxiways, lighting, security, tenant and concessionaire leased areas, public areas of roadways, parking lots and grounds;

Conducts "friction measurement" tests and assesses airfield conditions, maintains reports and disseminates same to the FAA and airport users when conditions warrant;

Closes airfield or portions thereof in accordance with Federal Air Regulation rules and periodic advisory circulars and as safety discrepancies dictate;

Maintains liaison with airport tenants, aeronautical users, FAA and other airport users;

Observes and reports on both work in progress and upon completion of contractors working at the airport to ensure adherence to instructions, guidelines, schedules and safety precautions;

Reports on safety compliance during airport maintenance and construction projects;

Initiates corrective action when conflicts with users develop;

Initiates airport emergency and foul weather plans when required;

Operates an Aircraft Rescue and Firefighting vehicle during emergencies;

Acts as the on-scene commander during emergencies;

Participates in department staff and planning meetings;

Provides information and assistance to the general public regarding airport activities;

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

Conducts training and issues permits for airfield vehicular operations;
Issues notices to aeronautical personnel when appropriate;
Maintains a detailed official daily airport activity log and daily shift log;
Participates in and contributes to department budget preparation, annual report and Capital Improvement Plan;
Prepares and maintains all required reports relating to field conditions, equipment status and training;
Represents airport management during other than normal hours;
Has responsibility for the coordination of tours and open house activities in airport facilities.

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

Thorough knowledge of safety considerations in the operation of a commercial airport;
Thorough knowledge of safety precautions used in airport construction and maintenance work;
Thorough knowledge of the principles and procedures involved in the operation of a commercial airport;
Thorough knowledge of aviation terminology;
Thorough knowledge of Federal rules and regulations affecting airport daily operations;
Ability to work under demanding conditions, analyze situations and make decisions rapidly and decisively;
Ability to lead and direct the work of others;
Ability to prepare and present concise oral and written reports;
Ability to maintain effective working relationships with employees and the public;
Ability to handle public relations problems courteously and tactfully;
Ability to give clear and concise oral instructions;
Ability to gather, analyze and evaluate facts;
Good powers of observation.

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 two years of experience in airport operations; OR
- B) Graduation from high school or possession of an equivalency diploma, two years of airport operations and EITHER:
 - 1) Three years of airport operations experience at an airport with scheduled air service; OR
 - 2) Three years of Aircraft Rescue and Firefighting experience at an airport with scheduled air service; OR

- 3) Three years of aviation experience as a member of the U.S. military; OR
 - 4) Two years of airport operations or Aircraft Rescue and Firefighting experience at an airport with scheduled air service AND two years 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:

- 1) Possession of a NYS Emergency Medical Technician Certificate.
- 2) Completion of the NYS Basic Firefighter Training Course.
- 3) Possession of the appropriate level Motor Vehicle Operator's License at time of appointment.

NOTE: Employees in this position may be required to work/be on call evenings, weekends and/or holidays.