

## AIRPORT OPERATIONS SPECIALIST TRAINEE

**DISTINGUISHING FEATURES OF THE CLASS:** Under the direct supervision and training of the Airport Operations Supervisor, an individual assigned to this position has rotating shift responsibility and learns to monitor and control airport use and to respond to real or potential emergency situations. 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 will be provided by higher-level airport operations employees. The work is reviewed through training exercises, conferences and analysis of reports. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Learns and assists in observations and reports, and takes corrective action to comply with both Federal and departmental regulations regarding airport security;

Receives training in the conduct of regular safety inspections of airfield runways, taxiways, lighting and security;

Learns to and assists in the inspection of tenant and concessionaire leased areas;

Learns to and assists in the inspections of all public areas of roadways, parking lots and grounds;

Learns to and assists in the inspection of aircraft movement areas with airline representatives;

Learns to and assists in the reporting of safety discrepancies and observes that corrective action is taken;

Under supervision, closes airfield or portions thereof as safety discrepancies dictate;

Learns to and assists in the proper procedure for issuing notices to aeronautical personnel;

Learns to and assists in maintaining regular contact with airport tenants, aeronautical users, FAA, NYDOT and other county departments involved with the airport;

Learns to and assists in observations and reports on safety compliance during airport maintenance and construction projects;

Learns to and assists in recommending corrective action when conflicts with users develop;

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

Learns to and assists in initiating 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;

Learns to and assists in answering office telephones and radios, and furnishes information regarding airport operations and services;

Learns to and assists in maintaining of a detailed official daily airport log;

Learns to and assists in the preparation and maintenance of all required reports relating to field conditions ,equipment

status and training;  
Learns to and assists in issuing permits for airfield vehicular operations;  
Handles lost and found items for airport users;  
Learns to and assists in the coordination of tours and open house activities in airport facilities;  
Learns to and assists in representing airport management during other than normal hours;  
Learns to and assists in providing information assistance to the general public regarding airport activities.

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

Good knowledge of the principles and procedures involved in Aircraft Rescue, Firefighting equipment and agents;  
Good knowledge of the principles and procedures involved in the operation of a commercial airport;  
Good knowledge of airport procedures and aviation terminology;  
Working knowledge of Federal rules and regulations affecting daily airport operations;  
Working 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;  
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, 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 closely related field; OR
- B) Graduation from high school or possession of an equivalency diploma 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. 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 in A) and B) above.

SPECIAL REQUIREMENTS:

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

NOTE: This is a trainee position in the competitive class. Appointment following the examination is for a one-year term during which time the incumbent learns the basics of the Airport Operations Specialist position. Training is on the job. Promotion upon successful completion of the training period may be made without further examination to Airport Operations Specialist.

R504            9/26/11

COMPETITIVE