

## AIRPORT OPERATIONS OFFICER

**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. 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 operation. Work is reviewed through conferences and analysis of reports. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts regular 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 discrepancies and follows up to see that corrective action is taken;  
Closes airfield or portions thereof as discrepancies dictate;  
Issues notices to air personnel when appropriate;  
Maintains regular contact with airport tenants, aeronautical users, FAA, and other county departments involved with the airport;  
Observes and reports on airport maintenance and construction projects;  
Initiates corrective action when conflicts with users develop;  
Makes "braking action" reports and disseminates same to the FAA and airport users when conditions warrant;  
Initiates airport emergency and foul weather plans when required, serving as the on-scene commander during emergencies until relieved by higher level management;  
Answers office telephones and radios, and furnishes information regarding airport operations and services;  
Maintains the 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.

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

Good knowledge of the principles and procedures involved in the operation of a commercial airport;  
Good knowledge of Federal rules and regulations affecting airport operations;  
Good knowledge of safety considerations in the operation of a commercial airport;  
Good knowledge of airport procedures and aviation terminology;  
Ability to work hours determined by shift assignment;  
Ability to read, understand, interpret, and explain rules and regulations;  
Ability to work under stress 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 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 60 semester credit hours in aviation management, airport operations, aviation maintenance, airport management or closely related field at a regionally accredited or New York State registered college or university; OR
- B) Graduation from high school or possession of an equivalency diploma and:
  - 1) Two years of airport operations or airport crash/fire and rescue experience at an airport with scheduled air service; OR
  - 2) One year of airport operations or airport crash/fire and rescue experience:
    - a) One year of paid or volunteer firefighting experience in an organized fire company including the use of chemical firefighting agents; OR
    - b) Possession of an FAA flight certificate or pilot license; OR
    - c) An equivalent combination of training and experience as indicated in A) and B) above.

SPECIAL REQUIREMENTS:

Possession of a First Responder Certificate is required within one year of employment.

Possession of Essential Fire Fighting Certificate is required within one year of appointment.