



respect - Communication - Integrity - Teamwork - family

AIRPORT OPERATIONS SPECIALIST II

DEPARTMENT/DIVISION: AIRPORT

GRADE: 6

GROUP: AFSCME

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: November 15, 2016

SUMMARY

An employee in this position works under the immediate direction and supervision of the Airport Operations Manager. The position performs a variety of tasks in overall safety, security, upkeep, and maintenance of runways, taxiways, aprons, buildings, road, grounds, pavements, and associated areas to include snow removal at the airport. This position assists in ensuring compliance with FAR Part 139, FAR Part 77, and 49 CFR Part 1542. The position also involves a high level of public contact. This position also performs other related duties as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Responsible for maintaining airport compliance with Federal Aviation Regulations Part 77 and 139, Transportation Security Regulations 1540 series, and all other applicable statutes, regulations and requirements to ensure the safety and security of all airport users.

Responsible for performing inspections of airport infrastructure including runways, taxiways, aprons, fuel facilities, mobile fuelers, and other areas in accordance with FAA certification standards for safety and compliance.

Responsible for performing wildlife management control, mitigation, and depredation which may include the use of, but is not limited to, firearms, live rounds, pyrotechnic shells, pyrotechnic pistols, traps/snares, or oxygen/propane fired systems.

Responsible for issuing and updating Notices to Airmen (NOTAM's) for the opening, closing, and condition reporting of the airfield as necessary.

Responsible for working in conjunction with Oregon Air National Guard and other outside agencies to remove snow from roadways, parking lots, walkways, and airfield pavements, as well as performing and reporting timely airport surface assessments during periods of inclement winter weather.

Responsible for ensuring compliance with TSA 1542 through conducting inspections of the airport terminal and perimeter security inspections.

Responsible for the operation of various types of equipment and vehicles including grader, backhoe, fork lift, bucket lift, paint striping machine, crack sealing equipment, mowers, light and heavy duty vehicles including dump trucks, as well as light and heavy snow removal vehicles and equipment.

Interacting with local, state, and federal agencies along with airport rescue firefighting units and performing duties and responsibilities as required by the Airport Emergency Plan during emergency situations.

Responsible for escorting and monitoring individuals on airfield operations area (A.O.A.) in conjunction with special events, outside agency coordination and construction projects.

Helps plan and perform general maintenance of airport facilities including limited electrical, plumbing, air conditioning, carpentry, painting, equipment repair, landscape and tree maintenance, irrigation control and maintenance, concrete and asphalt maintenance including patching, paving, and crack sealing, manual and automatic gate/lock systems, fence repair, and related work.

Responsible for performing maintenance of runway, taxiway, field lighting systems, signs, and similar work as required ensuring compliance with FAA requirements and regulations.

Performs equipment inspections and preventative maintenance on assigned equipment and vehicles.

Responsible for handling inquiries and requests from the public, tenants, as well as outside agencies with the highest level of customer service and professionalism.

Responsible for assisting with the general oversight of airport and tenant construction projects for safety and regulatory compliance.

Responsible for maintaining awareness of the current activity in and around the airport boundaries.

Completes written & electronic inspection and correction reports, work logs and reports, and other recording or reporting consistent with work related activity.

Must be able to work any shift or hours assigned, including overtime, weekends, and holidays, as required.

SUPERVISORY RESPONSIBILITIES:

This is a non-supervisory position. Although not a supervisory or lead position, employees are expected to help train other employees and outside organizations with hands on airfield operations inspections, airfield maintenance, facility maintenance, and airfield driving programs.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen and fit-for-duty exam.

Must be able to pass a comprehensive ten (10) year criminal history background check and complete training consistent with TSA and Airport related security requirements.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or Experience

A Bachelor's degree in Aviation Management, Airport Management, Business Administration, or a closely related field with one (1) year experience in airport operations or administration.

OR

All of the following requirements:

- A high school diploma or general education degree (GED);
- A minimum of three (3) years experience in airport operations or administration at a commercial service airport;
- At least two of the following:
 - Advanced Airport Safety and Operations Specialist Certification
 - Airfield Lighting Maintenance Seminar completion
 - Airfield Paint Maintenance Seminar completion
 - Airport Certified Employee- Airport Security Certification
 - Airport Certified Employee- Operations Certification
 - Airport Certified Employee- Airfield Lighting Maintenance Certification
 - Airport Certified Employee- Communications Certification

Demonstrate written/practical knowledge of FAA 14CFR Part 139 regulations and 49 CFR 1540/1542 regulations.

Demonstrate written/practical knowledge for inspection, maintenance, operation, calibration of airfield systems, facility & building systems, equipment & tools, pavement repair, and landscape & similar associated systems.

Certificates, Licenses, Registrations:

Must possess and maintain a valid Oregon Driver's License and obtain a Class B Commercial Driver's License with air brake endorsement within six (6) months of hire.

Must be able to complete initial and advanced training and seminars relating to airport operations, safety, and systems maintenance.

KNOWLEDGE, SKILLS and ABILITIES:

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Maintenance procedures; materials and methods used in the maintenance of airport facilities; tools, equipment, methods and materials used in general airport maintenance work; electrical, plumbing, carpentry work, equipment repair, gas and electrical welding, roofing, painting, and skill in use of hand tools and power driven tools; airport operational, safety, wildlife management systems, and security regulations and procedures, or be able to complete satisfactory training of basics within 360 days of hire; and general knowledge of various governmental policies, rules, and regulations regarding airport procedures.

Skill in:

Completing maintenance procedures; operating tools, equipment, methods and materials used in general airport maintenance work; operating various types of heavy and light equipment; interacting with public and tenants on a professional and courteous basis; communicating effectively with ATC and other airport radio systems; keeping simple records and reports including computer logs and reports.

Ability to:

Read and interpret documents in the English language, such as safety rules, operating and maintenance instructions, and procedure manuals; write, in English, routine reports and correspondence; add, subtract, multiply, and divide using whole numbers; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and deal with problems involving several concrete variables in standardized situations.

Learn and use basic computer systems for word processing, spreadsheet, data base programs and similar.

Must be able to work any shift or hours assigned, including overtime, weekends, and holidays, as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, or crouch; and talk and hear.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts, on uneven surfaces, and in outside weather conditions. The employee is regularly exposed to vibration and is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals.

An employee in this position must withstand exposure to variable weather conditions including heat, rain, snow, cold temperatures, and continuous hours of duty. The noise level in the work environment is usually very loud.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

