

City of Klamath Falls
Human Resources
500 Klamath Avenue P.O. Box 237
Klamath Falls, Oregon 97601
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www.ci.klamath-falls.or.us

EXTERNAL POSTING

Airport Operations Specialist II



The City of Klamath Falls Airport is accepting applications for the position of Airport Operations Specialist II.

SUMMARY

An employee in this position works under the immediate 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 at the airport. This position assists in ensuring compliance with Federal Aviation Regulations Part 77 and 139, 49 CFR Part 1542 and Transportation Security Regulations 1540 series, and all other applicable statutes, regulations and requirements to ensure the safety and security of all airport users. This is a non-supervisory position.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following. Performs inspections of airport infrastructure in accordance with FAA certification standards for safety and compliance. Performs 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. Issues and updates Notices to Airmen (NOTAM's) for the opening, closing, and condition reporting of the airfield as necessary. Works 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. Ensures compliance with TSA 1542 through conducting inspections of the airport terminal and perimeter security inspections. Operates, inspects and performs preventative maintenance on various types of equipment and vehicles. Interacts 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. Escorts and monitors individuals on airfield operations area. Helps plan and perform general maintenance of airport facilities ensuring compliance with FAA requirements and regulations. Handles inquires and requests from the public, tenants, as well as outside agencies with the highest level of customer service and professionalism. Assists with general oversight of airport and tenant construction projects for safety and regulatory compliance. 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.

REQUIRED

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. 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**

- 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. 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.

SALARY: AFSCME GRADE 6 (\$3,634 - \$4,435 per month)

Applications packets available at www.klamathfalls.city or by calling 541-883-5317. Submit applications via email to tthompson@klamathfalls.city or by USPS to City of Klamath Falls, ATTN: Human Resources, 226 S. 5th Street, Klamath Falls, Oregon 97601. Applications accepted through December 20, 2016 at 5:00 p.m. EOE

The City of Klamath Falls is an Equal Employment Opportunity Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, genetics, status as an individual with a disability, marital status, family relationship, or other protected status in accordance with state and federal equal employment opportunity laws.

Posted November 29, 2016

