

AIRPORT OPERATIONS SPECIALIST

DEFINITION

Under general supervision, this position promotes the City's noise management program and policies and provides administrative and analytical assistance to Airport Management staff. This position also monitors the safe, efficient operation of the airport in compliance with local, state, and federal regulations.

DISTINGUISHING CHARACTERISTICS

This is a journey level, single position, technical support classification located in Airport Operations. The position serves as a representative with the general public and aviation community in matters relating to the airport's noise management program and airport operations.

SUPERVISION RECEIVED

Receives general supervision from the Airport Operations Supervisor or other supervisor as assigned by the Airport Manager.

SUPERVISION EXERCISED

May provide project or technical supervision to volunteers and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Enforces the City's Noise Ordinance for the Airport.

Operates, maintains and troubleshoots noise monitoring equipment and flight tracking systems.

Facilitates and monitors the noise management program including responding to difficult noise complaints and requests for information.

Assists in the development and implementation of goals, objectives, policies and priorities relative to the noise management program.

Prepares statistical analyses and reports; maintains databases and charts relating to noise abatement.

Develops noise abatement seminars for pilots and community groups; conducts workshops for aircraft operators; meets with the public and professional staff on a routine basis.

ESSENTIAL DUTIES (continued):

Represents the Airport at community and regional meetings.

Assists in development of agenda reports and departmental presentations.

Monitors the airside and landside areas of the Airport as required ensuring compliance with city, state and federal regulations.

Inspects all airport areas, including hangers, runways, and fuel storage areas for compliance with airport and Federal Aviation Administration safety regulations.

Documents observed conditions through a daily log and incident reports.

Reports observed violations of airport rules and regulations to the Airport Operations Supervisor.

Promptly reports emergency conditions to the Airport Operations Supervisor, and calls first responders in the event of life/safety issues.

Issues Notices to Airmen (NOTAMs) as required.

Conducts airfield driver safety training classes.

Performs administrative duties as assigned.

May be on-call in the event of an airport emergency.

Trains other airport staff and may act as Airport Operations Supervisor.

Orders and monitors supplies for airport maintenance and facilities.

Advises airport management regarding operational activities that affect the surrounding environment.

Performs clerical duties including answering the phone, typing, file maintenance and word processing.

Assists with airport operations related duties and responsibilities as required by airport management, Storm Water Pollution Prevention Plan (SWPPP) and wildlife abatement.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Federal Aviation Regulations, state and local noise abatement and environmental laws and regulations.

Principles and practices of airport organization, administration, public relations.

Airport operations and procedures commonly used at a general aviation airport including training procedures and traffic pattern provisions.

Operating characteristics of fixed and rotary wing single, multi-engine aircraft, and corporate jets
Air traffic control procedures.

Noise abatement problems and procedures.

Records management and general office skills.

Airport noise-monitoring and flight tracking equipment.

Aircraft identification.

Knowledge of emergency communication procedures.

Ability to:

Use Microsoft Office and Airport Noise Monitoring Equipment.

Establish and maintain effective working relationships with pilots, community groups, City staff and other aircraft regulatory personnel, including state and federal agencies.

Work independently within the confines of program objectives and guidelines provided.

Communicate effectively, both orally and in writing; speak effectively in large and small group settings.

Compile statistical data and prepare written reports, formal letters and memos.

Problem-solve to develop strategies in response to community needs.

Read and interpret ordinances, rules, regulations, and FAA manuals.

Analyze and make recommendations regarding procedures, policies, and operations.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One (1) year of experience in airport community-based or noise abatement programs and airport operations with a high degree of public contact.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in airport management, business administration, or a related field.

Licenses or Certificates: Possession and maintenance of a valid California Class C Driver's License is required.

Possession of a Federal Aviation Administration (FAA) Private Pilot Certificate is desirable but not required.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

T270CS10

Created November 2010

Revised April 2016

AAP GROUP: 1

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt