



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: AIRPORT OPERATIONS SPECIALIST I - II

DEFINITION: Under general supervision, performs administrative, technical and professional duties pertaining to Airport Operations and/or Airport Public Affairs.

REPORTS TO: Airport Public Affairs Officer or Superintendent-Airport Operations

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the classification

Grade Level II - Performs the most complex duties in the divisions of Public Affairs and/or Operations. In addition, may have supervisory responsibilities.

EXAMPLES OF DUTIES:

- Helps ensure compliance with federal, state, county and local laws and regulations pertaining to airport operations and noise abatement;
- Collects, reviews, and analyzes community noise data, Environmental Impact Reports, and other information relating to proposed or existing noise sources, both public and private;
- Investigates and initiates appropriate action regarding violation of the City's airport noise compatibility ordinance and may provide documentation on behalf of the City;
- Ensures accuracy of the noise budget mandated under the noise ordinance;
- Responds to aircraft or other emergencies and assists in evaluation, development, and communication of airport emergency practices, procedures, operations and policies;
- Serves as a liaison for the airport with airport tenants, FAA tower staff, U.S. Customs, contractors, other City staff, and the community on noise and other issues;
- Coordinates and assists with special projects, events and programs, requiring knowledge of FAA requirements and procedures;
- Assists with airfield inspections, prior permission requests, and other field duties as required;
- Resolves problems, evaluates procedures, makes recommendations;
- Helps ensure safety and efficiency in the use of airport facilities and services;
- Helps ensure that all inspection logs, incident reports and activity logs are completed and follow-up actions implemented;
- Represents the airport at community events, tradeshow, and national and regional committee meetings;
- Produces aviation-related literature and promotional materials, aviation technical publications and directories;
- Assists with preparation and monitoring of the budget;
- May operate and maintain the City's Airport Noise and Operations Monitoring System (ANOMS);
- May ensure accurate noise matching procedures and implementation;

AIRPORT OPERATIONS SPECIALIST I-II (Continued)

- May prepare reports and make presentations as needed for the Airport Advisory Commission, General Aviation Noise Committee, homeowner group meetings, community events, etc.
- May respond to emergencies, newsworthy events and media inquiries in the absence of the Airport Public Affairs Officer;
- May assist in evaluating, coordinating, and instructing staff training and development;
- May assign, direct, and review the work of subordinate personnel;
- May supervise the noise abatement section of the Airport Operations;
- Performs other duties as required.

MINIMUM REQUIREMENTS:

- Graduation from an accredited college or university, with a bachelor's degree in the field of aviation management; or
- Graduation from an accredited college or university, with a bachelor's degree in a field other than aviation management and two years experience in airport operations; or
- Airport operations experience offering specific and substantial preparation for the duties of the position, of no less than four years;
- Knowledge of federal and state regulations pertaining to airfield operation and noise abatement;
- Ability to extensively use a personal computer including word processing software;
- Ability to deal tactfully and effectively with the public;
- Ability to pass the airfield operations written and practical driving examinations;
- Ability to comprehend written technical material relating to airport operations and noise abatement;
- Ability to effectively communicate orally and in writing;
- Ability to pass FAA mandated background check;
- Willingness to work irregular hours, weekends, evenings and holidays as needed;
- A valid motor vehicle operator's license.

HISTORY:

Title changed from Noise Control Specialist I/II: 06/10/98
Noise Control Specialist I/II class established: 7/1/78;
Revised: 04/30/02

Approval/Adoption Dates: 06/19/02