

**TITLE:** AIRPORT OPERATIONS SPECIALIST I-III

**DEFINITION:** Performs a variety of administrative, technical, and professional duties pertaining to Airport Operations, including airfield maintenance, common-use areas and equipment, terminal safety, security, noise abatement, and public relations.

**DISTINGUISHING CHARACTERISTICS:**

- Grade Level I - Under close supervision, performs duties of the classification associated with lower complexity, including performance of routine airside and landside inspections, visitor escorts, noise abatement, and customer service.
- Grade Level II - Under general supervision, performs the journey-level duties of the classification, including the full range of coordination and integration duties for airfield and terminal operations, security operations (Badging/ID Media Office), and the collection, review, and analysis of noise data relating to proposed or existing noise sources.
- Grade Level III - Under direction, performs the most complex duties of the classification, including ensuring that the airport complies with all applicable local, state, and federal regulations pertaining to normal airport operations, including 14 CFR Part 139 and 49 CFR Part 1542 and may act in a lead capacity

**EXAMPLES OF DUTIES:**

- Inspects the condition of runways and runway lighting, taxiways, ramps, tie downs, gates, service roads, signs, buildings, and construction projects; Corrects hazardous conditions and/or notifies the control tower to close unsafe runways and taxiways, including the removal of foreign objects from the airfield;
- Enforces operating, safety, and security rules, regulations, and procedures concerning landing, taxiing, parking, servicing, loading, and unloading of aircraft, operation of vehicular traffic on the airfield, tenant activities, control of the public, and emergency operations;
- Investigates and reports complaints and disruptions to airport operations, including unscheduled aircraft arrivals, aircraft accidents, rules and procedure violations, tenant activities, and other operations of the airport;
- Coordinates, assists, and serves as escort for airfield activities involving maintenance, construction, engineering, special projects, events, and programs with knowledge of Federal Aviation Administration (FAA) requirements and procedures;

- Directs or escorts internal and external personnel to the terminal and aircraft parking areas using radio equipped automotive equipment;
- Responds to aircraft or other emergencies and assists in the evaluation of airport emergency practices, procedures, operations and policies;
- Serves as a liaison for the airport with airport tenants, FAA, TSA and U.S. Customs, City staff, contractors, and the community on airport operations, noise, and other issues;
- Ensures compliance with federal, state, county, and local laws and regulations pertaining to airport operations and noise abatement;
- Conducts audits to ensure compliance with regulatory requirements;
- Operates and maintains Airport Common-Use equipment and infrastructure in accordance with applicable operating procedures and vendor contracts;
- Assists the public by advising and providing information or services as needed;
- Investigates and initiates appropriate action regarding violations of the City's airport noise compatibility ordinance and may provide documentation on behalf of the City;
- Collects, reviews, and analyzes noise data, environmental reports, and other information relating to proposed or existing noise sources, both public and private;
- Produces aviation-related literature and promotional materials, including technical publications and directories;
- May perform and oversee day-to-day functions of the Badging/ID Media Office;
- May act as a trusted agent per TSA requirements to facilitate badging and security operations;
- May review, adjudicate, and approve Criminal History Records Checks (CHRC) results;
- May determine, approve, or deny access level requests to restricted airport areas;
- May develop and communicate airport emergency practices, procedures, operations, and policies;
- May operate and maintain the City's Airport Noise and Operations Monitoring System (ANOMS);
- May prepare reports and make presentations for the Airport Advisory Commission, homeowner group meetings, and community events and represents the airport at community events, tradeshow, and national and regional committee meetings;
- May ensure accurate noise matching procedures and implementation;  
May assist in training and development activities;
- May assist with the preparation and monitoring of the bureau's budget, including ensuring accuracy of the noise budget mandated under the noise compatibility ordinance; and,
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in Aviation Management or a closely related field (proof required)\*.

AND

- One year of full-time equivalent experience working in airport operations, including but not limited to: aircraft ground operations, airline ramp activities, airport security, aircraft acoustics monitoring, airfield environmental impacts monitoring, and/or airport control tower operations.
- Additional paid, full-time equivalent experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.
- Valid motor vehicle operator's license.
- Requires successful completion of the airfield operations written and practical driving examinations prior to the end of probation.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of federal and state regulations pertaining to airport operations, airport security/badging operations, and noise abatement.
- Knowledge of Transportation Security Administration Security Regulations 49 CFR 1540, 1542, and 1544;
- Knowledge of City ordinances, codes, procedures, and practices regarding the City's airport noise-compatibility ordinance;
- Knowledge of vehicle and aircraft operations and identification requirements on an active airfield;
- Knowledge of Airport Common-Use practices;
- Ability to deal tactfully and effectively with Airport tenants and the public to ensure compliance with airport practices, policies, and procedures;
- Ability to complete inspections and review checklists;
- Ability to review contracts and ensure compliance;
- Ability to operate City vehicles;
- Ability to operate aeronautical and 800 MHz radios;
- Ability to comprehend written technical material relating to airport operations and noise abatement;
- Ability to operate a computer, airport operating systems, and standard business software, including Microsoft Office Suite;
- Ability to effectively communicate verbally and in writing;
- Ability to pass an FAA Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by law.

**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

Revised: 11/30/2020

Approval/Adoption Date: 12/16/2020

Civil Service: 12/16/2020