



Job Title	Senior Airport Operations Agent	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	15100

Class Specification – Senior Airport Operations Agent

Summary Statement:	
<p>The purpose of this position is to provide preventative maintenance, repairs, upgrade modifications, and installation of specialized equipment and machinery. This is accomplished by evaluating airfield conditions during inclement weather conditions; performing safety inspections of refueling equipment and fuel storage areas; coordinating airport operations; maintenance and safety matters with other personnel, divisions, departments, and other agencies; writing and updating manuals; and developing and implementing FAA curriculum for initial and annual training via power points and standard operating procedures.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Ensures airport and airfield safety by inspecting of all airport-operating areas and aircraft movement areas to ensure safe operating conditions exit; conducts airfield inspections and disseminates results according to the Federal Aviation Regulations; ensures lighting systems are working at all times; inspects fuel facilities daily and quarterly to ensure compliance with Federal Aviation Administration, International Fire Code, and National Fire Protection Agency.
35%	Performs emergency responses for all aircrafts by making aware of emergencies, incidents, accidents, crashes, and medical incidents, and assumes roll as Incident Command (IC) or as part of a Unified Command (UC) in accordance with National Incident Management System (NIMS) and Incident Command System (ICS); coordinates responses to all emergencies involving aircraft or any other occurrence on airport property; and ensures all actions are in compliance with the Airport Emergency Plan.
20%	Coordinates and assists the conductor of special invents such as fly-in, air shows, tours, and VIP visits; conducts training to employees and contractors required to drive on the airport; and assists in budget preparation by providing budgetary figures for the department’s projects.
10%	Responds to weather emergency situations by determining when snow removal or other operations will commence; and coordinates all weather related operations and manages the snow-control center.



Job Title	Senior Airport Operations Agent	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	15100

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: Five years of full-time responsible airport operations, airport management, or related experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.



Job Title	Senior Airport Operations Agent	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	15100

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Trucks, TES Braking Decelerometer, noise monitoring equipment, emergency location transmitter, directional finder, operating phones, radios, security camera, controlled gate access systems, copiers, fax, computers, and communications equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014