



JOB TITLE: **AIRPORT OPERATIONS SPECIALIST**

DEPARTMENT: **PUBLIC WORKS**

JOB CLASS NUMBER: **7532**

DIVISION: **AIRPORT**

REVISION DATE: **5/31/2023**

*Chal Martin B. U. P. R.*  
Acceptance -- Department Head

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**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

Under general direction of the Director of Operations; performs and coordinates a variety of activities for the Airport. These activities include but are not limited to inspections of the airport, coordinate and perform airside maintenance work, serve as a liaison between airport management, tenants, and the public, operate the airport in a safe and secure manner in accordance with all applicable federal, state, and local regulations along with any other tasks as assigned. This position is a full-time position with rotating shifts which may include nights, weekends, and holidays.

**EXAMPLES OF DUTIES:**

- Helps ensure compliance with federal, state, parish and local laws and regulations pertaining to airport operations and noise abatement.
- Helps ensure safety and efficiency in the use of airport facilities and services.
- Perform daily self-inspections of the airside and other airport facilities.
- Inspect and maintain the airfield lights, signage, and navigational aids.
- Helps ensure that all inspection logs, incident reports and activity logs are completed, and follow-up actions implemented.
- Responds to aircraft or other emergencies and assists in evaluation, development, and communication of airport emergency practices, procedures, operations, and policies as well as take necessary actions to return the airport to normal operations in a timely manner.
- Ensure safety of operations by assisting with activity at the airport at FAA Tower requests.
- Provide high levels of customer service while addressing inquiries from airport tenants, the public and government agencies.
- Assists with maintaining and administering the Airport Certification Manual, Airport Emergency Plan, and Airport Tarmac Delay Plan.
- Help coordinates the issuance and cancelation of FAA Notice to Airmen (NOTAMs) and Airport Notices for other than normal operations as necessary.
- May assist in evaluating, coordinating, and instructing staff training and development.
- Provide escort for vehicles and personnel that need access to the Airport Operations Area (AOA)
- Assists with airport familiarization, AOA driver and Secure Identification Area (SIDA) training.
- Assist with the implementation of the Wildlife Hazard Management Plan.
- When needed, make trips to City Hall to deliver and pick up mail and other documents as needed.
- In the absence of the Director of Operations, he/she oversees the Airport Operations Department.
- Performs other tasks/and or special projects as assigned.

**EDUCATION/TRAINING/EXPERIENCE:**

A bachelor's degree in Airport/Business Administration or related field is preferred; AND one (1) year of airfield operations experience, preferably at a commercial service airport; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of FAR 77, FAR 139, TSR 1542, and FAA Advisory Circular 150 series.
- Ability to complete all required job-related training.
- Speak, hear, write, and understand the English language.
- Ability to comprehend written technical material relating to airport operations and noise abatement.
- Work independently in the absence of supervision, establish priorities and analyze situations to determine the proper course of action.
- Establish and maintain cooperative working relationships with airport employees, tenants, government agencies and the public.
- Ability to deal courteously and effectively with others in complex situations.
- Ability to extensively use modern office technology, including smart phones, tablets, computers, other equipment, and software.
- Ability to pass the airfield operations written and practical driving examinations.
- Ability to effectively communicate orally and in writing.
- Willingness to work irregular hours, weekends, evenings and holidays as needed.
- Ability to deal tactfully and effectively with the public.

**SUPERVISION:**

The employee reports to the Director of Operations. The work is performed with considerable independence and is reviewed through meetings, status reports and from results obtained.

**WORKING CONDITIONS:**

The work is performed both indoors and outdoors in all types of weather at work sites. The employee will be required to work evenings, weekends, and holidays as necessary. The employee will be assigned to do shift work to support the Airport's Air Carrier operations schedule. The Employee may be required to maintain an on-call status with the ability to respond in a timely manner.

**LICENSES AND CERTIFICATES:**

Possess and maintain a valid Louisiana State driver's license, acceptable driving record.

**BACKGROUND CHECK:**

Must undergo and pass Transportation Security Administration's (TSA) mandated 10-year criminal history background check to maintain security clearance access to secured areas of the Airport.

**INTERNAL POSTING PERIOD:** 4/6-6/20/2023  
Position posting goes public after 10<sup>th</sup> day.