

## **AIRPORT OPERATIONS AGENT**

### CODES/PAY GRADE

Class Code: 4117

EEO Code: B

Pay Grade: 120

### MAJOR FUNCTION

Responsible work overseeing daily airport operations and activities on a shift basis in compliance with FAR Parts 139, 77 and 107. Duties include airfield and terminal inspections, reporting field conditions, emergency response, program management and public relations.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Inspects airfield, safety zones, clear zones, approach zones, terminal, perimeter fence line and airport grounds. Checks for compliance with FAR's, airport rules and regulations, lease agreements and safety procedures. Assures that the airport is operated in a safe and secure manner and in the best interests of the public.

Acts as liaison between Airport and airport tenants.

Emergency trouble shooting of parking control systems, mechanical, electrical and lighting systems and conveyor systems. Maintains passenger convenience equipment. (ie. change machines, storage lockers)

Monitors ground transportation and assists traffic officers as necessary.

Plans, directs, and coordinates all non-routine airfield activity (ie. reassigning air carrier gate positions; opening and closing runways and taxiways; static displays; dignitary arrivals and departures; Skyfest; construction projects; escorts). Issues NOTAMs as necessary.

Transmits and receives emergency and non-emergency calls by telephone and radio; obtain and transmit precise and accurate information.

Identifies and determines general nature and extent of problems; determines location; assesses problem urgency; determines priorities in order to relay information on a timely basis. Contacts appropriate agencies by telephone or radio to obtain assistance.

Monitors terminal and airside construction projects.

**(Airport Operations Agent continued)**

Maintains logs and records and prepares reports. Maintains Airport Certification Manual.

Responds to requests for services such as assisting the public with lost cars, lost and found items and general information. Assists other airport activities as needed.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of air terminal maintenance procedures and operations. Knowledge of the laws, rules and regulations which apply to the use of airport facilities. Knowledge of the methods and procedures used in airport security operations.

Ability to enforce rules and regulations in an impartial manner. Ability to establish and maintain effective working relationships with agencies and the general public. Ability to work without close supervision and to make independent judgements based on established policies.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Airport Management or related field, and one (1) year airport operations experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**ADA REQUIREMENTS**

Physical Demands: Light work. Ability to see, hear, talk; finger dexterity; continuous walking and standing; lift (20 lbs.), carry, push, pull.

Mental Demands: Ability to read and comprehend regulations, statutes, ordinances; memos, instructions, procedures, manuals. Ability to write reports, evaluations, procedures, business letters, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions. Ability to apply regulations, statutes, ordinances to real life situations and circumstances.

Environmental Demands: Inside and outside work.

Revised 7/01  
Revised 10/94  
Revised 10/03