

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Airport Operations Officer		
<b>Job Code:</b>	PS5010	<b>Job Family:</b>	Public Safety
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	06/09/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs duties to ensure airport compliance with local, state, and federal regulations. Ensures airport safety and security while providing excellent customer service. Acts as first responder to airport emergencies and coordinates with all involved agencies.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Monitors and evaluates the day-to-day activities of airside and landside operations at the City of Fort Worth airports to ensure compliance with lease provisions, policies and procedures, and other governing regulations.
2. Conducts day and night inspections to ensure compliance with all pertinent FAA and TxDOT regulations. Checks airport facilities for repair and maintenance. Interprets rules, regulations, policies and procedures to lessees and tenants. Recommends necessary equipment and material purchases.
3. Analyzes specific operational problem areas as assigned by the Airport Manager and/or Airport Operations Supervisor. Conducts research and compiles data to make recommendations for alternative operating methods or procedures.
4. Monitors construction projects for airport safety and governmental compliance. Notifies tenants and/or outside agencies of impending construction.
5. Revises and updates Airport Certification Manuals and Airport Emergency Plans. Ensures proper recording of all documentation and Airport's 100 percent compliance with all FAA record-keeping requirements.
6. Assists development of Meacham Airport Marketing Plan. Creates advertisements and updates Meacham's social media marketing efforts.
7. Responds to and assists coordination of airfield emergencies. Monitors and responds to weather related events and power outages.
8. Assists in the development of airport access system procedures, departmental budget and operational reports. Provides general administrative support to Airport Manager and Airport Operations Supervisor.
9. Interacts with internal and external agencies.

10. Performs other duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Local, State and Federal laws and regulations regarding airport operations and landside activities such as Federal Aviation Agency (FAA), Aircraft Owner Pilots Association (AOPA), Texas Department of Transportation (TxDOT), etc.
  - Principles and practices of airport operations including general aviation facilities and services.
  - Administration of airport leases and rental agreements, and airport security and emergency response.
  - FAA Advisory Circulars in the 150 series.
  - FAA regulations including (a) Part 139 - Certification of Airports, (b) Part 77 - Safe, Efficient Use, and Preservation of Navigable Airspace, and (c) Part 150 - Airport Noise Compatibility Planning.
  - Airport Emergency Plan, Certification Manual, and Aviation Advisory Circular.
  - Personnel practices.
- **Skill in:**
  - Time management.
  - Emergency Response.
  - Public relations.
  - Problem resolution.
  - Customer Service.
- **Ability to:**
  - Monitor and evaluate diversified airport operations.
  - Establish and maintain cooperative relationships with airport lessees, users, the public, regulating agencies and other personnel.
  - Research, analyze and evaluate operational and procedural practices.
  - Prepare comprehensive reports accurately.
  - Communicate clearly and effectively, both orally and in writing.
  - Comprehend and apply part 139, Airport Certification Manual.
  - Physically perform assigned duties.
  - Pay attention to detail.

## **MINIMUM JOB REQUIREMENTS**

Associate Degree from an accredited college with major course work in Public Administration, Aviation Management, or related field and no prior experience.

## **OTHER REQUIREMENTS**

Successful completion of Airport Operations Officer training within the initial 6 month probationary period.

Valid Texas Driver's License at the time of hire.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.