

**AIRPORTS OPERATIONS OFFICER I/II**

**DEFINITION**

Under general supervision, performs administrative duties contributing to the efficiency of Airport operations; and monitors the airfield, airport facilities, and personnel to ensure compliance with FAA, TSA, and airport policies and procedures.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from Airports Operations Manager, or designee.  
No supervision exercised.

**DISTINGUISHING CHARACTERISTICS**

Airports Operations Officer I is the entry level working class in this flexibly staff series in which the incumbent oversees daily operations of the Airport. Incumbents are expected to progress with training and experience as well as satisfactory performance to the Airport Operations Officer II. Airports Operations Officers monitor and report airfield safety and security issues/matters to Airport management and ensures compliance with Federal Aviation Regulation (FAR) 139, Transportation Security Regulation 1542, and other federal regulations and complementary airport system rules, policies and procedures. Incumbents will be assigned to work rotating shifts that will include nights, weekends, and holidays. These classes are distinguished from the Supervising Airports Operations Officer in that the latter is the first line supervisory class.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

May include, but are not limited to, the following:

Inspects airfield, terminal, perimeter and grounds for compliance with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and Airport rules and regulations.

Conducts inspections of airport lighting, taxiways, runways and aprons; and reports hazardous or substantial maintenance construction problems.

Coordinates airport operations during assigned shift ensuring the safety and security of the public, tenants and airport staff.

Directs and participates in the inspection of terminal buildings and ground transportation facilities, including concourse, terminal, gate areas, concession areas, interior and exterior of buildings, sidewalks, parking lots and public access roadways to assure the safety, security and efficiency of terminal and ground transportation operations.

Submits maintenance requests based on observations and results of inspections.

Monitors the activities of tenants, licensees, and maintenance personnel during assigned shift to ensure compliance with airport standards, policies and regulations.

Issues and files Notices To Airmen (NOTAMS) to report all conditions that impact the safe operations of aircraft and ensures prompt communication to the FAA, air carriers and other airport users.

Maintains a working knowledge of FAR Part 139 and other federal aviation regulations pertaining to airfield markings and lighting; and maintains a working knowledge of additional rules governing the certification and operation of the Airport.

Works cooperatively with other divisions to ensure compliance with applicable aviation, safety, and security regulations.

Provides support to Airports Operations Division in overseeing airside and/or landside operations on assigned shift; serves as a resource in resolving difficult problems; and provides input in employee performance evaluations.

Provides frequent contact with Airport management to exchange information and concerns with respect to policies, procedures, airport activities, operating conditions, tenant relations, and FAA directives.

May occasionally escort vendors or contractors, depending upon assignment and work location.

May act as the airport's representative until relieved by higher authority, and may be required to make decisions which may have an impact on the operation of the airport, such as opening and closing the runways for evacuation of the airport's facility.

May serve on committees and attend a variety of meetings; and may be assigned to administrative tasks such as revising airport rules and regulations, emergency plans, certifications manuals, security plans, and training programs.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of airport operations, airport security, and aviation management.

Modern safety principles, practices, methods, and techniques.

Customer service and public relations practices and procedures.

Communication principles and practices to elicit cooperation and/or present explanatory or interpretive information.

Administrative and clerical procedures and systems such as word processing, file management, and other office procedures and terminology.

**Skill to:**

Operate modern office equipment including computer equipment.

Safely operate City vehicles and safely work around aircraft, moving equipment, and facility environments.

**Ability to:**

Learn and understand FAR Part 139, and all other federal, state, and local rules, regulations, standards and requirements governing air traffic, commercial and general aviation, airport safety and security, airport and movement area, operating and maintenance standards, and other relevant matters as directed.

Learn the requirements of building, grounds and airfield inspection practices and principles.

Analyze data from a variety of sources.

Exercise initiative and sound judgment and make decisions accordingly.

Maintain a daily log of significant events and pertinent matters and report matters to airport management.

Interpret and apply airport regulations, legislation, and guidelines.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Work effectively with the public, both in groups and/or as individuals.

Express oneself clearly, both in oral and written form.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely over the radio in accordance with FAA established air traffic control communication procedures.

Follow written and oral instructions.

Safely perform duties in the vicinity of aircraft, moving equipment, and facility environments.

**MINIMUM QUALIFICATIONS**

Airports Operations Officer I

Graduation from an accredited college or university with a Bachelor's Degree in Aviation Management, Aviation Science, Airport Management or closely related field.

Airports Operations Officer II

An Airports Operations Officer I may be promoted to an Airports Operations Officer II after one year of experience with City of Fresno Airports; or an equivalent position with another FAA Part 139 Certificated Airport and Bachelor's Degree in Aviation Management, Aviation Science, Airport Management or closely related field.

**Special Requirements:**

Eligibles certified for consideration for hire will be required to successfully pass an extensive background investigation and Department of Justice fingerprinting process before being eligible for hire.

Possession of a valid driver's license is required at time of appointment. Possession of a valid California Driver's License is required within sixty (60) days of appointment.

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 2/22/2019

New 10/2011  
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