

**AIRPORTS OPERATIONS SPECIALIST****DEFINITION**

Under general supervision, performs a variety of semi-skilled and skilled maintenance, repair and construction work on airport equipment, grounds, runway/taxiway complexes, aircraft parking aprons, aeronautical visual aids and associated infrastructure(s). Performs safety and security inspections of runways, ramps, immediate surrounding areas, and exterior fencing for compliance with FAA safety standards and reports and/or repairs conditions not in compliance.

**SUPERVISION RECEIVED/EXERCISED**

No supervision exercised. Receives supervision from Airports Airside Superintendent.

**DISTINGUISHING CHARACTERISTICS**

Airports Operations Specialist is a working level class in which the incumbents maintain and repair airport related equipment and infrastructure(s). Incumbents perform a wide variety of semi-skilled and skilled duties requiring proficiency in one or more of the heavy pavement maintenance, building and construction trades. This classification differs from the Airports Building Maintenance Technician in that the Airports Operations Specialist is responsible for the inspection, repair and operation of the airfield runways, taxiways, related unpaved areas, and associated buildings.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

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

Repairs and maintains runways, taxiways, aircraft parking aprons, roadways, parking lots, landscaped and non-landscaped grounds, storm drainage systems, parking lot equipment, parking meters, airport signage, perimeter security fences, manual and automatic slide gates, computerized security access control equipment, computerized airport lighting systems, taxiway guidance sign systems and visual aids and related equipment and infrastructure(s).

Operates and services a variety of hand and power tools, equipment, automotive equipment, and repair equipment (i.e. tractors and accessories, chemical sprayers, dump trucks, pavement line stripers, airless sprayers, pavement sweepers and scrubbing machines, fork lifts, crack filling machines, portable compressors, generators, auto clave for disposal of international garbage, and graders for non-finish grades).

Inspects airport grounds and facilities for airport-user safety and utility and interpret airport conditions in compliance with regulatory standards as mandated by the Federal Aviation Administration (FAA) and State of California Aeronautics Program and takes departmentally approved corrective actions.

Performs concrete finishing by setting forms, mixing, wheeling and pouring concrete for sidewalk repairs and other concrete construction work.

Performs escorts for aircraft during periods of low visibility under the FAA approved Surface Movement Guidance and Control System (SMGCS).

Assists with baggage screening operations for arriving international flights.

Performs semi-skilled maintenance work including carpentry, plumbing, masonry, painting, welding, and fabrication work.

Provides airport security surveillance within the TSA mandated Security Identification Display Area (SIDA) and airport perimeter during routine and escalated civil aviation security levels and airport construction projects.

Provides escort, and retrieves necessary materials, for Airport Rescue and Firefighting (ARFF) staff during emergencies as required or directed.

Assists in the clean-up of toxic and hazardous material spills, bomb searches and crowd control as required or directed.

Performs grounds maintenance activities, such as applying chemicals; grading runway shoulders, taxiways, and overruns; and mowing grounds.

Assists trades and craft workers such as carpenters, plumbers, electricians, etc.

May prepare reports utilizing applicable software.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

The use and care of power and hand equipment and tools.

Heavy pavement (asphalt and concrete), building and construction trades, methods, principles, practices and techniques.

Safe work practices and procedures.

Various equipment types and usage, including but not limited to pickup and dump trucks, street sweepers, graders, front loaders, backhoes, pavement crack routers and sealers, and pavement saws.

Two-way radio communication.

Asphaltic concrete and Portland cement concrete.

**Skill in:**

Reading technical standards and writing inspection reports.

Using and maintaining applicable tools, equipment and vehicles related to heavy pavement maintenance.

Operate office equipment, computers, hand held electronic tablets, and a variety of word processing and software applications.

**Ability to:**

Visibly distinguish between red, white, blue, green, yellow, and amber lights.

Safely perform duties in the vicinity of aircraft, including the operation of radios in accordance with FAA established air traffic control communication procedures.

Understand oral and written instructions.

Establish and maintain effective working relationships with staff, tenants, customers, and the general public.

Prepare and maintain records, logs and related documentation.

Work for extended periods and under adverse weather conditions.

**MINIMUM QUALIFICATIONS**

**Education:**

High school diploma or GED,

**AND**

**Experience:**

Two years paid experience in asphalt and concrete pavement maintenance or construction work and building maintenance.

**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.

A valid Class B California Driver License is required within six (6) months of appointment and must be maintained for the entire term of employment in this class.

Experience working around airport facilities is preferred.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_

Original 02/04/1999  
Revised NK:SCM:10/24/2005  
Revised: JC:SCM 06/25/12  
Revised:SCM; KGP;wgm: 01/28/16