

AIRPORT OPERATIONS WORKER

07370

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for performing a variety of tasks associated with the efficient and effective operations of Hancock International Airport during an assigned shift. Each assignment consists of a four (4) hour shift at the operations desk and a four (4) hour shift out stationed within the airport complex inspecting the grounds for security, safety, lighting deficiencies and surface conditions. Employees in this class must exercise independent judgement based upon the situations encountered and their knowledge of a variety of operations manuals and procedures. Assignments are received from the Airport Operations Officer or a designee in both oral and written form. Work performance is evaluated through supervisory observation, complaints received from the public, carriers and other concerned persons. Supervision is not exercised by this class. Does related work as required.

TYPICAL WORK ACTIVITIES

Conducts inspection of airport operating area surfaces for compliance with Federal Aviation Regulations Part 139.

Conducts inspections within the Airport complex, runways and properties to identify hazardous conditions and/or foreign objects.

Escorts construction vehicles on airport surface; inspects construction sites to insure compliance with Departmental and FAA requirements.

Operates a snowplow or other vehicle in the removal of snow and ice from the runways and adjoining holding/staging areas.

Operates, under direction, the diversion structures to change between collection and storm drain modes, monitors daily use of deicing pads, assists in the placement of aerators in lagoons, collects samples of collected fluid during treatment for laboratory analysis, assists in the setup and monitors release of treated fluids.

Receives telephone calls requesting services from airport tenants and other units within the Aviation Department; makes initial evaluation and dispatches personnel and/or equipment to remedy the service requested.

Maintains internal records system (either manually or on a PC) directed towards service requests, status of request, completion of requests and related data directed toward the efficient/effective operation of the unit.

Maintains internal control of all files of airport inspections; current status and follow up inspections.

Makes telephone contact requesting overtime work in the maintenance and custodial units, keeping manual/PC logs on calls and responses.

Composes NOTAMS concerning airport operating conditions.

Assists Airport Operations Officer by performing work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of a two way communication system.

Some knowledge of the operations and activities associated with the operation of an international airport.

Some knowledge of the workings and operations of a personal computer.

Ability to establish and maintain a harmonious working relationship with Federal Aviation Administration officials, employees of the Aviation Department, the carriers and general public.

Ability to analyze situations, make correct judgements and follow through to successful conclusion.

Ability to deal in an effective manner under stressful and in emergency situations.

Ability to communicate in English with a clear and distinct voice.

Ability to read and write in the English language.

Ability to shovel snow in areas in which the operations department is responsible.

Ability to stand, walk, and sit for long periods of time.

Ability to perform work in all weather conditions.

MINIMUM QUALIFICATIONS

One (1) year of work experience, or its part time equivalent, working at a commercial airport or military airbase in one of the following areas:

- (a) Airport Field Maintenance; or,
- (b) Fixed Base Operations which must have included one (1) or more of the following activities: towing aircraft on ramps and taxiways, fueling aircraft, marshaling aircraft to parking positions, de-icing; or,
- (c) Ground support of aircraft; or,
- (d) Airport Operations Area (AOA) which is defined as any area of an airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.

NOTE: Thirty (30) semester credit hours of college coursework in an Aviation program from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees can be substituted for the one (1) year of experience described above.

SPECIAL NECESSARY REQUIREMENT

At time of appointment, Possession of a valid New York State Class CDL including any special endorsements, as required by the New York State Department of Motor Vehicles for the class of vehicle being operated. Eligibility for and continued possession of the license is required for employment.

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