



City of Watsonville

Job Description

JOB TITLE: Airport Operations Specialist III

DATE APPROVED: August 29, 2017

DEPARTMENT: Airport

SUPERSEDES: N/A

REPORTS TO: Airport Operations Supervisor

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA : Non-Exempt

JOB SUMMARY:

Under general supervision, the incumbent performs all typical tasks and duties of an Airport Operations Specialist I and II. Airport Operations Specialist III is a senior airport operational position and requires a variety of technical general aviation operational skills in accordance with FAR Order 5190.6B (Compliance manual) and FAA 150/5300-13A (Airport Design), Emergency Planning, Operational Readiness, Wildlife Management, Waivered Airspace Operations and Basic Airport Layout and NOTAM issuance.

As with other positions in the Airport Operations Series this classification's scope of the work will include administrative tasks, processes and procedures, maintenance duties but also include specific project definition, development, implementation and after action assessment. Airport Operations Specialist III may have expense management responsibilities. This classification will be required to rotate between various assignments and projects in the areas referenced above and below (Essential Duties).

DISTINGUISHING CHARACTERISTICS

The position is the top level classification within the Airport Operations Specialist series. This classification works under the immediate supervision of an Airport Operations Supervisor within the Municipal Airport department.

A key characteristic of this position is demonstrated leadership in the Airport Operations Specialist role, the ability to motivate airport operations specialist peers, encourage and promote intra-crew communications and develop an on-going sense of "esprit de corps" at the Municipal Airport. The Airport Operator Specialist III is a generalist classification performing varying assignments ranging from basic daily operational support to advanced projects with responsibilities for resources and accompanying budgets and equipment.

The Airport Operator Specialist III has project definition, development and implementation responsibilities, including scheduling assembling staff resources, managing an assigned project budget, marshalling equipment, required training, and providing feedback to the Airport Operations Supervisor and airport management on the performance of incumbents in lower level classifications, and has more focus on airport project-based and/or compliance related functions and initiation of corrective action as necessary to ensure such compliance. The incumbent performs the full range of advanced Airport Operator Specialist duties as stated in the examples listed in "Essential Duties" below.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Maintain and operate the airport safely, efficiently, and in accordance with specified conditions, including certain maintenance and operational conditions (many of which are similar to those found in the requirements of FAR Part 139).
- Ensure the Municipal Airport meets specific, but not every requirement of FAA Part 139, as defined by the Airport Director. Key to the requirement definitions are (1) successful completion of the annual inspections, (2) attend quarterly operational task list meetings and (3) understand and maintain Airport Operational protocols, procedures and guidance.
 - (1) Airport Operations Specialist III are responsible for conducting annual safety inspections:
 - **Annual State of California Airport Safety Inspection** conducted by the Catrans
 - **Annual Airport aviation storage unit inspection**
 - **Annual Airport commercial lease hold inspection**
 - (2) Airport Operations Specialist III are responsible for attending Quarterly “Operations Task Lists” meeting with all staff to define, develop and outline those on-going, pro-active and newly determined tasks required to maintain high levels of safety, service and self-sustainability. At a minimum these task list include:
 - **Preventive Maintenance schedules** for aviation storage units and leaseholds
 - **Developing and publishing FOD mitigation** and prevention program
 - **Develop and implement on-going maintenance** servicing airport “rolling stock”
 - (3) Airport Operations Specialist III are responsible for developing and maintaining the following operational protocols, procedures and guidance:
 - **Airport Safety and Operations** - provides guidance to assist airport tenants, users and operators to develop a “culture of safety” via utilization of FAA tools and techniques
 - **Airport Emergency Plan** - essential emergency related and deliberate actions planned to ensure safety of and emergency services for the airport populace and community
 - **Airport Safety Self-Inspection** - airport self-inspection using drone technology
 - **Hazardous Wildlife Attractants On or Near Airport** - management of certain land uses having potential to attract hazardous wildlife
 - **Notices to Airmen (NOTAMs)** - prescribes procedures used to describe, format, and disseminate information on unanticipated or temporary changes to components of, or hazards in, the National Airspace System (NAS).
 - **Ground Vehicle Operations on Municipal Airport** - provide guidance to airport operators for safe ground vehicle operations, personnel taxiing or towing an aircraft, and pedestrian control on the movement and safety areas of an airport.
 - **Maintaining Standard Airport Markings** - FAA standards for markings used on airport runways, taxiways, and aprons
 - **Implementing and maintaining Airport Sign Systems** - standards for the siting and installation of signs on airport runways and taxiways, including taxiway ending markers, location signs, runway distance remaining signs and mandatory hold signs.
 - **Operational Safety on Airports During Construction** - guidelines for operational safety on airports during construction and Construction Safety and Phasing Plans (CSPP).
 - **Storm Water Pollution Prevention Program** – Qualified Industrial Storm Water Practitioner (QISP)

EMPLOYMENT STANDARDS

Knowledge of:

- Federal, state, and local regulations and policies concerning airport safety and security
- City of Watsonville Municipal Code Airport Chapter ordinance
- Airport and FAA rules and regulations, policies and procedures relating to airport customer service and the geography of the airport.

Ability to:

- Communicate effectively and to speak clearly using correct English, enunciation, diction and voice modulation. Communicate effectively both orally and in writing.
- Comprehend written technical material relating to airport operations and emergency operations. Read and comprehend technical publications and regulations.
- Keep routine records. File/maintain records and reports ensuring completeness and accuracy.
- Read, understand and apply contract agreements, Airport, and City rules, regulations and MOU's.
- Work independently within established guidelines.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.
- Operate efficiently and effectively while dealing both with challenging emergency and non-emergency situations.
- Work effectively with others under stressful situations. Resolve conflicts effectively.
- Complete the American Association of Airport Executives (AAAE) Airport Safety and Operations Specialist (ASOS) Advanced School
- Possess an American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) Operations certification
- Work extended periods, beyond normal work day schedule, in the event of operational or safety requirements.
- Work at least one weekend day and if required serve in a Stand by or On call role
- Comply with Municipal Airport Rules, Policies and Procedures

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Speak clearly and understandably in the operation of communications equipment (radios, telephones, etc.) Operate technical equipment such as two way radio, scanner.
- Operate multiple and semi-automatic computerized telephone answering systems.
- Operate a personal computer/tablet and compatible standard office software.
- Use and care for power and hand equipment and tools.
- Visibly distinguish between red, white, blue, green, yellow, and amber lights.
- Operate office equipment, computers, hand held electronic tablets, and a variety of word Processing and software applications.
- Safely and effectively operate light and moderately heavy maintenance and construction equipment

- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs. Additionally may include:
 - drive an automobile and heavy equipment
 - hear adequately to converse on the telephone, radio, cellular phone, and in person
 - use a computer keyboard
 - intermittently bend, twist, and reach
 - get in and out of a truck
 - safely and effectively work on ladders and tall structures
 - climb up and down ladders and stairs.
 - grasp with right and left hands.
 - use fine hand manipulation.
 - hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
 - walk on uneven surfaces.
 - work outside in inclement weather
 - may operate equipment while sitting for prolonged periods of time in outdoor environments and subject to all weather conditions
 - work under conditions as confined spaces, high noise levels, strong and unpleasant odors, vibration from equipment, exposure to dust, toxic substances and/or chemical irritants (within legal exposure limits)
 - distinguish colors, have adequate vision to perform essential duties
 - reach above and at shoulder height
- operate Aviation Communications Radios, both handheld and fixed based
- safety drive and operate fuel trucks
- operate over-the wing and single point refuelers mechanisms for aircraft
- accept fuel deliveries, including confirming Quality control testing
- operate aircraft tugs both manual and automated
- interpret Light Gun Signals both airborne and ground based aircraft

Ability to, per ICAO standards:

- pronounce and communicate via ICAO alphabet
- read and understand airfield markings and signage
- marshal aircraft

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Three (3) years as a Airport Operational Specialist II
- Completion of AAAE's basic Airport Safety and Operations Specialist (ASOS) class
- Completion of AAAE's advanced Airport Safety and Operations Specialist (ASOS) class
- AAAE's Airport Certified Employee (ACE) designation

or

- Associate's degree in a related field PLUS four (4) year of airport operations experience which includes one of the following areas: General Aviation airport operations, maintenance, general

construction, implementation of safety programs or experience with a Fixed Based Operator (FBO) or Specialized Aviation Service Operation (SASO).

- Completion of AAAE's basic Airport Safety and Operations Specialist (ASOS) class
- Completion of AAAE's advanced Airport Safety and Operations Specialist (ASOS) class
- AAAE's Airport Certified Employee (ACE) designation

LICENSE & CERTIFICATION:

- Safe driving record
- Possession of a valid California Class A Driver's License