

AIRPORT OPERATIONS OFFICER

07371

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This is an administrative position responsible for ensuring compliance with Federal Aviation Administration (FAA) requirements related to the safety of airport operations involving airfield maintenance, Aircraft Rescue/Firefighting operations, Airport security, wildlife management, and snow removal operations. An employee in this class exercises considerable latitude in carrying out these functions to insure optimum delivery of services by maintaining the highest degree of adherence to Federal Aviation Regulations. Direction is received from the Executive Director or designee. Assignments are received through conference and/or written directives and allow for employee interpretation of the directive. Work is reviewed through observation of the programs operation, conference or the submission of written reports. Supervision is exercised over a number of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES

Ensures compliance with Federal Aviation Regulations (FAR) Parts 139, 107, and 77. This involves becoming knowledgeable with the regulations; determining deficiencies with current operations through analysis based upon findings, develop/modify a comprehensive program to ensure meeting of the Federal Regulations and ensuring the best interests of the Syracuse Regional Airport Authority. Has responsibility for the development, implementation and effective operation of those programs impacting upon the Air Crash Rescue, Security and Safety by coordinating with the Director of Airfield Maintenance, Air Crash Rescue Chief and Director of Airport Security to ensure appropriate measures are taken to institute, evaluate and implement change where necessary. Monitors the accurate reporting and dissemination of airport condition information to air carriers and other airport users that affect the safe operations of aircraft. Reviews airport inspection reports and makes recommendations for correcting deficiencies to appropriate airport staff. Directs the development and monitoring of staff training programs governing operations procedures including inspections, assessment, and notification of airport conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of Federal, State and Local regulations regarding airport operations.
Thorough knowledge of the principles and practices associated with sound management policies governing the operation of an airport.
Ability to supervise subordinates in a manner conducive to full performance and high moral.
Ability to prepare concise oral and written reports.
Ability to interpret written material.
Ability to establish and maintain effective working relations with a variety of governmental agencies, local air carriers, public officials and the general public.
Ability to read and interpret plans and specifications.

MINIMUM QUALIFICATIONS

Promotion:

A) One (1) year of permanent competitive class status in the title of Airport Maintenance Supervisor or Director of Airfield Maintenance, or;

B) Two (2) years of permanent competitive class status in the title of Assistant Airport Maintenance Supervisor.

C) Three (3) years of permanent competitive class status in the title of Airport Maintenance Crew Leader or Airport Operations Worker.

Open Competitive:

A) Graduation with a Bachelors Degree, or higher, from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Business Administration, Aviation or a closely related area to the aforementioned; and, four (4) years of professional level work experience at an International Airport (classified Part 139) having charge of a large program impacting upon the operations of airfield safety and maintenance at an airport; or,

B) Eight (8) years of work experience in Airport Maintenance, Airport Operations, Airport Rescue or Airport Security, four (4) years of which must have been professional level having charge of a large program impacting upon the operations of airfield safety and maintenance at an airport; or,

C) An equivalent combination of education and experience as described in A and B 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.

7/2018 Date Revised