

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/Fire fighting operations, Airport security 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 Commissioner of Aviation 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 City of Syracuse.

Has responsibility for the development, implementation and effective operation of those programs impacting upon the Air Crash Rescue, Security and Safety by directing the Airport Maintenance Supervisor, Air Crash Rescue Chief and Airport Security Officer 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.

Review airport inspection reports and makes recommendations for correcting deficiencies to appropriate Department of Aviation 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;

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

Open Competitive:

A) Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate Degree in Business Administration, Aviation or a closely related area to the aforementioned

and two (2) years of professional level work experience at an International Airport (classified Part 139); or,

B) Six (6) years of work experience in Airport Maintenance, Airport Rescue or Airport Security, two (2) years of which must have been professional level having charge of a large program impacting upon the operations of an airport; or,

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

11/11 Date Revised