

## **AIRPORT OPERATIONS SPECIALIST**

**Location: Millville, NJ**

**Hourly Rate: \$20.09 (\$41,779 annualized)**

**Opening Date: December 5, 2017**

**Closing Date: January 4, 2018**

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### **I. POSITION SUMMARY**

This position is primarily responsible for ensuring the safety and security of the runways and taxiways, as well as all relevant Authority interests and related properties managed by the Airport Division, in accordance with Authority policies, rules and regulations, and all local, state, and federal guidelines.

The Airport Operations Specialist is required to work shift schedules as assigned. Incumbents may also be called upon to perform additional duties, including duties related to routine facilities maintenance, as needed. This position is considered essential and is subject to call 24 hours a day as may be necessary to maintain continuous operation of the Authority airport facilities on a 24 hour, 7 days a week basis. The employee is responsible for following established safety practices while performing assigned duties to protect self, co-workers and the public from personal injury and to prevent damage to Authority property.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs duties as required under the Airport Specifications Manual and/or the requirements of the airport's State of New Jersey Airport License
- Performs duties as required under the Airport's National Pollution Discharge Elimination System (NPDES) Storm Water Plan, and the Spill Prevention Control and Countermeasure Plan, as applicable
- Conducts routine airfield inspections to monitor the conditions of both airside airport facilities and reports any deficiencies to proper authorities

- Uses the Notice to Airmen (NOTAM) system to issue and cancel NOTAMS through the appropriate Flight Service Station
- Operates a motor vehicle in and around the airport operations area to perform airfield inspections
- Interacts with local, state and federal agencies along with off-airport rescue firefighting units and performs duties and responsibilities as required during emergency situations as directed by the Airport Emergency Plan
- Directs other Authority departments on and off airfield to accomplish specific activity levels
- Escorts and monitors VIP arrivals, special event staff, and construction equipment on and around the airfield operations area (AOA)
- Interacts with airport administration, operations and maintenance to ensure compliance with policies and procedures established by the FAA and the Airports Division
- Responsible for wildlife management control and depredation which may require the use of a firearm
- May direct and marshal aircraft in/out of designated locations for safety purposes
- Performs additional inspections as necessary by Authority, local, state, and federal requirements
- Maintains an awareness of the current activity in and around the airport boundaries
- Interacts with public
- Provides the highest level of customer service and professionalism to all internal and external customers.
- Other duties as assigned

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have or be able to acquire general knowledge of CFR 14, Parts 139 and 77, as well as FAA Advisory Circulars Series 150 within 90 days of hire
- Must have or be able to acquire knowledge of the National Pollution Discharge Elimination System (NPDES)
- Proficiency with personal computers and standard business applications
- Ability to demonstrate physical agility in the areas of lifting and carrying objects, climbing ladders, and operating a motor vehicle during the day or night on the open road, in congested traffic, or on airfield areas in all weather conditions
- Ability to receive airfield driver certification within 60 days of hire
- Ability to perform light maintenance functions as necessary
- Ability to be trained in the operation and use of a firearm
- Effective oral and written communication skills
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

**IV. REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or equivalent or equivalent related experience
- Associates degree in relevant field preferred
- Four (4) years of relevant work experience
- One (1) year of airport operations experience (civil/military) preferred

**VI. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid driver's license

**VII. ADDITIONAL REQUIREMENTS**

- Subject to a background investigation and pre-employment physical and drug test
- Available for work shifts to support 24 x 7 schedule
- Most work is performed outdoors and can be in any weather conditions

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**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, you also have the option of attaching a resume to the completed application.**