

# CASUAL AIRPORT OPERATIONS AIDE

**Location: Dover, Delaware**

**Hourly Rate: \$10.75 - \$11.75**

**Opening Date: September, 2018                      Closing Date:                      Until Filled**

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## **I. POSITION SUMMARY**

This position is primarily responsible for ensuring the safety and security of the Airport Operations Area which encompasses all airport property that is physically located within the airport security fence, 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 Casual Airport Operations Aide may be required to work shift schedules as assigned. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

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

- Become familiar with appropriate portions of CFR 14 Parts 77 and 139, and applicable FAA Advisory Circulars 150 Series.
- Assist Airport Operations Coordinators or managers with required inspections of fuel systems, storm water drainage and airfield systems for the Delaware Airpark Airport and Dover Civil Air Terminal.
- Operates an Authority vehicle in and around the Airport Operations Area and landside areas to perform daily inspections
- Interacts with airport administration, maintenance and Authority customers to ensure compliance with established policies and procedures, and provide customer service.

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

- General knowledge of airport operations and aircraft movement on airfields
- Effective oral and written communication skills
- Ability to drive and operate motorized vehicles
- Proficiency with personal computers and standard business applications

## **IV. REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma, or equivalent related experience
- Previous aviation experience, or college-level course work in aviation

## **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid Driver's License

## **VI. ADDITIONAL REQUIREMENTS**

- Applicants will be subject to a background check and drug test

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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.**