CASUAL AIRPORT OPERATIONS AIDE

Location: Cape May Airport, New Jersey

Hourly Rate: $14.00 - $15.00

Opening Date: June 2, 2022 Closing Date: Until Filled

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 139 and 77 and FAA Advisory Circulars 150 Series.
- Assist Airport Operations Specialists or managers with all required inspections of fuel systems, storm water drainage and airfield systems for the Cape May and Millville Airports.
- Operates an Authority vehicle in and around the Airport Operations and landside areas to perform daily inspections
- Interacts with airport administration, maintenance and Authority customers to ensure compliance with established policies and procedures.

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 or equivalent related experience
- Previous experience working at an airport or airfield

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid Driver's License

VI. ADDITIONAL REQUIREMENTS

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

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