

<b>Job Title:</b> Airport Operations Specialist
<b>Reports to:</b> Airport Director

<b>Grade:</b> 5 - 15	<b>Type of position:</b>	<b>Hours:</b> 40/ week
<b>Scale:</b> \$31,200 - \$62,504	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

**GENERAL DESCRIPTION**

Under general supervision, ensures the safety and wellbeing of the Southwest Wyoming Regional Airport through the performance of Aircraft Rescue Firefighting duties, the inspection and maintenance of airport facilities, and the fueling of aircraft in accordance with Airport Board policies, rules and regulations, and all local, state, and federal guidelines. Provides a first class experience to tenants, visitors, and community members through excellent customer service.

The Airport Operations Specialist is required to work shift schedules as assigned. This position is considered essential and is subject to call 24 hours a day as may be necessary to maintain continuous operation of the airport facilities on a 24 hour, 7 days a week basis.

**ESSENTIAL TASKS**

Duties may include, but are not limited to, the following:

- Responsible for performing life-safety duties as a Certified Aircraft Rescue Firefighter and Certified Emergency Medical Responder (EMR) including, but not limited to, responding to all aircraft and medical emergencies while on duty;
- Responsible for all customer service tasks at the airport operated Fixed Base Operator (Sweetwater Aviation) including, but not limited to, greeting and assisting flight crews and passengers with fuel orders, car rentals, hotel accommodations, catering, pilot supplies, and other ground support items;
- Ensures adherence to all policies and procedures while fueling aircraft;
- Handle cash and credit card transactions and is accountable for those transactions;
- Performs daily, continuous, and periodic inspection of airport facilities to maintain an overall safety posture and ensure compliance with all local, state, and federal regulations;
- Maintains daily record keeping including, but not limited to, Part 139 Airfield Inspection Logs, Fuel Quality Reports, Equipment Inspection Logs, and Inventory Control Reconciliation Reports;
- Maintains the safe operation of the airport facilities, runway, ramp, taxiways, airfield areas, navigational aids and airport lighting;
- Completes airport’s self-inspection program, ensuring the safe operational condition of the airfield and identifying and documenting damages, deterioration, debris, and other unsafe conditions;
- Issues notices to Airmen (NOTAM’s) to report all conditions that impact safe operation of aircraft, and ensures they are properly received by the appropriate agencies and cancelled in a timely manner;
- Completes all required training programs as assigned by the Airport Director or his designee;
- Performs maintenance of Airport facilities and equipment including cleaning, painting, electrical, carpentry, plumbing, mechanical, vehicle, and other maintenance duties as directed;
- Maintains proficiency in the operation of snow removal equipment ranging from hand tools to complex airfield snow removal vehicles;
- Performs regularly scheduled inventory counts and prepares associated paperwork;
- Maintains a crisp and clean looking appearance at all times; and
- Performs other duties of a similar or related level as necessary or assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge Of:

- Principles of Aircraft Fueling, Aircraft Rescue Firefighting, and Emergency Medical Care;
- Practices, methods, equipment, tools, and materials used in building construction, alteration, repair, maintenance, and operation;
- Pertinent Federal, State, and local laws, codes and regulations;
- Safe driving, equipment and tool use principles and practices;
- Principles and practices of working safely; and
- Airport rules and regulations and Federal Aviation Administration (FAA) Regulations (Parts: 77 & 139).

### Skill To:

- Analyze situations using good judgment and take effective action;
- Operate a diverse fleet of vehicles including both heavy and light equipment;
- Communicate clearly and concisely, both orally and in writing with internal and external stakeholders.

### Ability To:

- Acquire and maintain Aircraft Rescue Firefighter, Emergency Medical Responder, State of Wyoming Firefighter, AAAE ACE Ops, and Aircraft Fueling Certifications;
- Operate all types of equipment associated with aircraft operations, aircraft ground handling and airport maintenance programs;
- Work in extreme environmental conditions;
- Work effectively and safely in the absence of direct supervision;
- Perform heavy manual tasks for extended periods of time;
- Communicate effectively, establish, and maintain effective working relationships with superiors, tenants, officials of various local, state, and federal agencies and the general public;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and ingenuity and inventiveness in the performance of assigned tasks; and
- Apply good work habits such as punctuality, reliability, preciseness, and dependability in order to effectively complete assigned tasks and contribute to the smooth operation of the Airport.

## EXPERIENCE AND EDUCATION REQUIREMENTS

### Required:

- High School Diploma or Equivalent and Four (4) years of relevant work experience
- Meet and maintain physical requirements in accordance with NFPA 1003
- Valid Driver's License

### Preferred:

- College Degree (Associates or Bachelors) in relevant field
- One (1) year of Airport Operations or FBO Operations experience
- One (1) year of Firefighting or Emergency Medical Responder experience