



City of Klamath Falls

Position Description

Position: Airport Operations Associate	Group: AFSCME
Department: Airport	FLSA: Non-exempt/Represented
Evaluated by: Airport Operations Manager	Salary Grade: 114

Summary

Under the supervision of the Airport Operations Manager, the Airport Operations Associate is a non-exempt, AFSCME represented position under FLSA. Under direction of the Airport Operations Manager, performs a variety of tasks relating to the overall safety, security, upkeep, and maintenance of runways, taxiways, aprons, buildings, road, grounds, pavements, and associated areas, to include snow removal at the airport. This position assists in ensuring compliance with FAR Part 139, FAR Part 77, and 49 CFR Part 1542. The position also involves a high level of public contact. This position performs other related duties as assigned. This is a non-supervisory position.

Distinguishing Career Features

The Airport Operations Associate is the entry-level career path to the Airport Operations Specialist position. The Airport Operations Associate is expected to meet the requirements of an Airport Operations Specialist within four (4) years of hire date. The Airport Operations Associate is expected to help train other employees outside organizations with hands-on airfield operations inspections, airfield maintenance, facility maintenance, and airfield driving programs.

Essential Duties and Responsibilities

- Responsible for maintaining airport compliance with Federal Aviation Regulations Part 77 and 139, Transportation Security Regulations 1540 series, and all other applicable statutes, regulations and requirements to ensure the safety and security of all airport users.
- Responsible for performing inspections of airport infrastructure including runways, taxiways, aprons, fuel facilities, mobile fuelers, and other areas in accordance with FAA certification standards for safety and compliance.
- Responsible for performing wildlife management control, mitigation, and depredation, which may include the use of, but is not limited to, firearms, live rounds, pyrotechnic shells, pyrotechnic pistols, traps/snares, or oxygen/propane fired systems.
- Responsible for issuing and updating Notices to Airmen (NOTAM's) for the opening, closing, and condition reporting of the airfield as necessary.

- Responsible for working in conjunction with Oregon Air National Guard and other outside agencies to remove snow from roadways, parking lots, walkways, and airfield pavements, as well as performing and reporting timely airport surface assessments during periods of inclement winter weather.
- Responsible for ensuring compliance with 49 CFR 1542 through conducting inspections of the airport terminal and perimeter security inspections.
- Responsible for the operation of various types of equipment and vehicles including tractor, backhoe, forklift, bucket lift, paint striping machine, crack sealing equipment, mowers, light and heavy-duty vehicles including dump trucks, as well as light and heavy snow removal vehicles and equipment.
- Interacting with local, state, and federal agencies along with airport rescue firefighting units and performing duties and responsibilities as required by the Airport Emergency Plan during emergency situations.
- Responsible for escorting and monitoring individuals on airfield operations area (AOA) in conjunction with special events, outside agency coordination and construction projects.
- Helps plan and perform general maintenance of airport facilities including limited electrical, plumbing, air conditioning, carpentry, painting, equipment repair, landscape and tree maintenance, irrigation control and maintenance, concrete and asphalt maintenance including patching, paving, and crack sealing, manual and automatic gate/lock systems, fence repair, and related work.
- Responsible for performing maintenance of runway, taxiway, field lighting systems, signs, and similar work, ensuring compliance with FAA requirements and regulations.
- Performs equipment inspections and preventative maintenance on assigned equipment and vehicles.
- Responsible for handling inquires and requests from the public, tenants, and outside agencies with the highest level of customer service and professionalism.
- Responsible for assisting with the general oversight of airport and tenant construction projects for safety and regulatory compliance.
- Responsible for maintaining awareness of the current activity in and around the airport boundaries.
- Completes written and electronic inspection and correction reports, work logs and reports, and other recording or reporting consistent with work related activity.
- Must be able to work any shift or hours assigned, including overtime, weekends, on call periods, and holidays, as assigned.
- Performs other related duties as assigned.

Qualifications

▪ **Knowledge and Skills**

Maintenance procedures; materials and methods used in the maintenance of airport facilities; tools, equipment, methods and materials used in general airport maintenance work; electrical, plumbing, carpentry work, equipment repair, gas and electrical welding, roofing, painting, and skill in use of hand tools and power driven tools; airport operational, safety, wildlife management systems, and security regulations and procedures, or be able to complete satisfactory training of basics within 360 days of hire; and general knowledge of various governmental policies, rules, and regulations regarding airport procedures. Completing maintenance procedures; operating tools, equipment, methods and materials used in general airport maintenance work; operating various types of heavy and light equipment; interacting with public and tenants on a professional and courteous basis; communicating effectively with ATC and other airport radio systems; keeping simple records and reports including computer logs and reports.

▪ **Abilities**

Read and interpret documents in the English language, such as safety rules, operating and maintenance instructions, and procedure manuals; write, in English, routine reports and correspondence; add, subtract, multiply, and divide using whole numbers; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and deal with problems involving several concrete variables in standardized situations. Learn and use basic computer systems for word processing, spreadsheet, data base programs and similar. Must be able to work any shift or hours assigned, including overtime, weekends, on-call periods, and holidays, as directed.

▪ **Physical Abilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, or crouch; and talk and hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

▪ **Education and Experience**

High School Diploma, or its equivalent supplemented by the equivalent combination of three (3) years of relevant advanced skilled construction or facilities maintenance experience.

Successful completion of the following courses qualifies for three (3) months each of work experience towards becoming an Airport Operations Specialist: American Association of Airport Executive (AAAE) Basic ASOS and AAAE Advanced ASOS.

Successful completion (passing an exam) of the following courses qualifies for one (1) year each of work experience towards becoming an Airport Operations Specialist: AAAE Certified Member and Airport Certified Employee in Airfield Operations.

Desired: One (1) year of work-related experience in an airport environment.

- **Licenses and Certificates**

Must possess and maintain a valid Oregon Driver's License within thirty (30) days of hire and obtain and maintain a Class B Oregon Commercial Driver's License with air brake endorsement within six (6) months of appointment.

Must be able to complete initial and advanced training and seminars relating to airport operations, safety, and systems maintenance.

It is a mandatory requirement that an employee in this position pass the AAAE Airport Certified Employee Operations course with a passing grade of 70% within forty-eight (48) months of hire date.

- **Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and a fit-for-duty exam. In addition, candidate must be able to pass a comprehensive ten (10) year criminal history background check and complete training consistent with TSA and Airport-related security requirements.

- **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts, on uneven surfaces, and in outside weather conditions. The employee is regularly exposed to vibration and is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals. An employee in this position must withstand exposure to variable weather conditions including heat, rain, snow, cold temperatures, and continuous hours of duty. The noise level in the work environment is usually very loud.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.