



respect - Communication - Integrity - Teamwork - family

AIRPORT OPERATIONS SPECIALIST I

DEPARTMENT/DIVISION:Airport

GRADE: 5

GROUP: AFSCME

FLSA STATUS: Non Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

This is an entry level position under immediate direction and supervision of the Airport Operations Manager. The employee in this position performs a variety of tasks in the daily upkeep and maintenance of airside and landside facilities including buildings, roads, grounds, pavements, and landscaped areas. May assist Operations Specialist II in duties as required. The position involves a high level of public contact and the employee is expected to represent the Airport in a positive manner.

EXAMPLES OF DUTIES

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

Maintain public areas including parking lots, roadways, areas in and around buildings, aircraft aprons, and landscape areas to provide a neat, clean, attractive, and well groomed appearance.

Cleaning and maintaining vehicles and equipment, to include inspections, minor adjustments or repairs, and similar service.

Lawn care, trees and landscape, and irrigation maintenance including mowing, trimming, weed control, planting, and irrigation systems.

Provide escort services to utility and service companies, contractors, and others as assigned.

General facilities maintenance, including painting, equipment preventative maintenance and repair, custodial, general carpentry and plumbing and other similar or related work. Snow removal and ice control duties.

Airfield related wildlife control. Operation of Firearms for Wildlife Management consisting of Shotgun's with live rounds and pyrotechnic shells and pyrotechnic pistol. Operation of hand held Rodenator, an oxygen/propane fired system for underground rodents. Operation of traps or snares as needed for animal management.

Repair and maintenance of concrete and asphalt including patching, paving, and crack sealing.

Maintenance and general upkeep of fences, gates, operator systems, and signing.

Complete logs, reports, and records related to maintenance and work activities.

Comply with FAA, TSA, and Airport procedures, rules and regulations.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

High school diploma or general education degree (GED) and at least one (1) year experience in building and roads and grounds maintenance, or equivalent combination of training and experience. Preference may be given to applicants with airport operations/maintenance experience.

Within one year of employment, the employee must be capable of obtaining a basic understanding of Airport Operations procedures including, but not limited to the following: FAA 14 CFR Part 139 certification and Operations: Land airports serving certain air carriers, FAA 14 CFR Part 77 Objects affecting navigable airspace, regulations and TSR 1540 Civil Aviation Security/1542 Airport Security. Will attend mandatory yearly training in Airfield Operations, Driver Training, parts of FAA advisory circulars 150/5300 Runway/Taxiway Geometry, Airport Geometry, Airfield Inspections, Navaids, Security, Fueling Operations, Aircraft Rescue & Firefighting, Construction on Airports, Winter Operations, Wildlife Program, Airfield Lighting Systems, FAA advisory circular 150/5340 Standards for Airport Markings, Standards for Airport Sign Systems, and must pass a mandatory airport driver training class for airfield operation.

Licenses/Certifications:

Possess and maintain a valid Oregon Driver's License and obtain an Oregon Commercial Driver License with air brake endorsement within six (6) months.

Airport Specific:

Must be able to pass criminal and security related background checks and complete initial and continuing training consistent with TSA and Airport related security requirements.

Must be able to complete initial and continuing training relating to airport familiarization, operations, safety, and systems maintenance to meet Airport and FAA standards.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

KNOWLEDGE, SKILLS, AND ABILITIES

The following lists are representative of the knowledge, skill and, ability necessary to successfully acquire and maintain the position.

Knowledge:

General understanding of electrical, plumbing, carpentry, painting, and roof maintenance. Ability to safely use hand tools and power driven tools.

Maintenance procedures; materials and methods used in the maintenance of airport facilities.

Understand the basics of lawn, tree, and landscape maintenance and the operation and repair of irrigation systems.

Basic use of computers including word processing, spreadsheet, and data base programs.

Skill:

Show proficiency completing maintenance procedures; operating hand and power tools; operating light and heavy vehicles and equipment including pick-up trucks with snow plow, medium and large dump trucks, backhoe, and tractors with mowing decks or grader box, mowers of varying sizes/styles.

Interpersonal skills to interact well with employees, the public, and tenants on a professional and courteous basis.

Keep simple handwritten and computer based records, logs, and reports.

Ability to:

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 and fractions/decimals; 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.

Be able to learn and effectively utilize vehicles, equipment, and systems with computer or electronic based programs or technology for operation.

Must be able to communicate effectively with ATC and other airport radio systems. Must be able to complete, within 60 days of hire, satisfactory training in basics of airport safety and security policies, regulations and procedures, airport familiarization, terminology, and general knowledge of various governmental policies, rules, and regulations regarding activities on and around the airport.

Must pass written and practical tests demonstrating understanding and proficiency in initial training of basic material, new or modified material, and subsequent recurrent training.

Must be able to work any shift or hours assigned, including overtime, weekends, and holidays, as required.

PHYSICAL DEMANDS

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 60 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to work extended hours of duty.

WORK ENVIRONMENT

The environmental 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, or uneven surfaces, on slippery surfaces (ice and packed snow), 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 the position must withstand exposure to variable weather conditions including heat, rain, snow, winds, as well very hot and cold temperatures.

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, 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.

