

**MAJOR FUNCTION**

This is entry-level professional and technical work assisting in and coordinating activities in airport operating areas (AOA). Work is performed under the immediate direction of the Superintendent-Airport Operations. Work is reviewed through conferences, reports and by observation of results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Inspects airfield, safety zones, clear zones, approach zones, terminal, perimeter fence line and airport grounds for compliance with Federal Aviation Regulations' (FAR) airport rules and airport grounds. Checks for compliance with FAR's airport rules and regulations, lease agreements and safety procedures. Assures that the airport is operated in a safe and secure manner within the position's limited responsibilities. Coordinates repair of all damaged Tallahassee Regional Airport (TLH) property found in inspections. Ascertains that repairs meet pre-set specifications and building codes. Monitors ground transportation and assists traffic officers as necessary. Plans, directs, and coordinates all non-routine airfield activity (i.e., reassigning air carrier gate positions; opening and closing runways and taxiways; static displays; dignitary arrivals and departures; construction projects; escorts). Identifies and determines general nature and extent of problems; determines location; assesses problem urgency; and determines priorities in order to relay information on a timely basis. Contacts appropriate agencies by telephone or radio to obtain assistance. Develops quality and productivity improvement capabilities to improve services and effectiveness. Maintains logs and records and prepares reports. Maintains Airport Certification Manual and Emergency/Disaster Manual. Conducts Security Identification Display Area (SIDA) & Ramp Driving classes and keeps all records/files up to date. Conducts jetway training sessions and certifies authorized personnel for usage. Conducts monthly Clear Zone inspection and documents inspection. Assists with coordination of simulated disaster drill and tabletop exercises; round table discussion follow-up and evaluation. Conducts Notice to Airmen (NOTAM) training and issues NOTAMs when appropriate. Conducts airfield inspection after severe weather storms and other special conditions that may affect aircraft operating characteristics. Perform related work as required.

**Other Important Duties**

Maintains a current and detailed aviation library along with an emergency planning and aviation training section. Maintains records and summarizes reports on all accidents, emergencies and/or security incidents. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of airport emergency planning and training. Knowledge of federal, and state laws involving airports. Knowledge of appropriate interaction with the National Transportation Safety Board (NTSB), Federal Aviation Administration (FAA), and Airports Flight Standards District Office (AFSDO). Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare reports and maintain records. Ability to speak in public and assemble and conduct safety and/or training sessions relevant to employees safety and risk factors and accident prevention. Demonstrates interpersonal facilitation and communication skills. Skill in the use of equipment, including personal computers and associated programs and applications, necessary for job performance.

Minimum Training and Experience

Possession of a bachelor's degree in airport management, business or public management, or a related field and one year of professional experience in airport operations at a commercial service airport; or an equivalent combination of training and experience.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-21-94

Revised: 04-27-95

08-28-95

09-26-03\*

04-27-09\*