

Dickinson Municipal Airport Authority

Job Description

Job Title:	Airport Operations Specialist	
Department:	Airport	
Location:	11120 42 nd St SW	
Reports to:	Operations Supervisor	
Pay Range: Grade 13 \$3,444.13 - \$3,875.73 per month salary to start DOE Revised: 5/2021	Type of Position <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Benefits	Job Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input checked="" type="checkbox"/> Public Safety

Job Summary

Under the supervision and direction of the Airport Manager/Operations Supervisor, this is a full-time position with Dickinson Municipal Airport Authority, maintaining all aspects of Theodore Roosevelt Regional Airport. Position demands a high level of professionalism and involves multiple duties including, but not limited to, facilities and airfield maintenance, organizing, inventorying, airport supplies, interacting with airport stakeholders, tenants, and cooperative agencies, responding to medical emergencies as an Aircraft Rescue Fire Fighter (ARFF), participating in department educational and training programs.

Supervision

Received: Operations & Maintenance Supervisor

Given: -NONE-

Essential Duties

This position has four categories of responsibility which include, Airport Operations, Safety, and Aircraft Rescue Firefighter (ARFF,) and General Security of the airfield. The essential functions are organized by the category and not in the order of importance. This position is also subject to airport on-call duties when required.

Airport Operations Specialist

Responsibilities for airfield operations and maintenance at Theodore Roosevelt Regional Airport include, but are not limited to the following:

- Maintains personal knowledge of current local, state and federal regulations concerning airfield operations, airfield equipment requirements, and other airport regulations, which govern the operation of the Airport.
- Coordinates with the Airport Manager/Airport Operations Supervisor to ensure that the department is in compliance with all applicable County, State and Federal regulations and completes required inspections and activities to assure compliance.
- Coordinates airport conditions and operations with Flight Service System (FSS), property owners, entities and departments as is necessary.
- Requests supply and material purchases for the airfield.
- Reviews and stays current with various safety and security manuals, as required by the Federal Aviation Administration (FAA) and under the direction of the Airport Manager.
- Prepares inspection reports and summaries as required by the, FAA, Department of Homeland Security and the Transportation Security Administration (DHS-TSA) under direction of the Airport Manager.
- Maintains the airport to ensure compliance with FAA, North Dakota Aeronautics Commission, and County and City regulations for commercial and general aviation.
- Issues (Notice to Airmen) (NOTAM's) through NOTAM Manager, or FSS, Grand Forks on airfield conditions and/or operations.

- Provides staff support for Airport Manager.
- Performs other duties as required.

The Airport Operations Specialist is responsible for a variety of semi-skilled and skilled duties required in maintaining Theodore Roosevelt Regional Airport. Duties include, but are not limited to, the following:

- Performs general maintenance on the terminal building and other related buildings.
- Maintains and repairs automatic doors, gates and fencing.
- Completes Daily, Weekly, Monthly and Quarterly inspections of airfield, and equipment.
- Maintains Precision Approach Path Indicator (PAPI) and Runway End Identifier Light (REIL) systems. Changes bulbs and electronic components as required. Trouble shoots to determine any operational problems and implements appropriate solutions.
- Maintains obstruction lighting, airfield runway and taxiway lighting, windsocks and rotating beacon for proper operation.
- Operates a variety of equipment including trucks, pay loaders, mowers, tractors, snow removal equipment, etc. as required to maintain airfield and airport grounds.
- Performs other related maintenance as required.

Safety and Security

Responsible for performing necessary airport inspections, providing fire rescue service and airport security as required by federal and state regulations and adopted by Dickinson Municipal Airport Authority policies and plans. Duties include, but are not limited to, the following:

- Performs inspection duties of the grounds, terminal building, lighting system, and signage of airport.
- Responds to airport emergencies when required.
- Keeps airport systems free and clear of obstructions per FAA regulations.
- Performs daily/weekly airport inspections in accordance with FAA regulations.
- Provides airport rescue services (ARFF) as required by FAA part 139.319.
- Engages in fire rescue services (ARFF) as emergency situations dictate. Fire rescue services may include, but is not limited to: rescue and firefighting personnel safety; emergency communications; use of: fire hoses, nozzles, turrets, pumps, hydrants, extinguishers, ladders, hand tools, extrications tools, firefighting equipment, extinguishing agents; the use and wearing of breathing apparatus, emergency aircraft evacuation assistance; and firefighting operations.
- Daily oversight of security provisions at the airfield.
- Provides assistance to ensure that airport tenants or employees regulated under Parts 1544 and 1546 who have un-escorted access to un-secured areas do not enter restricted areas when applicable for security purposes, as outlined in the ASP.

Knowledge, Skills & Abilities

Knowledge of:

- Principles, practices, and functions of airport operations and maintenance.
- Basic computer skills, including keyboard and use of Internet and Microsoft Office software.
- Federal, state and governmental agency laws and regulations pertaining to airport operations.
- Basic knowledge of building maintenance repair and general landscaping and grounds maintenance.
- Operating procedures required around aircraft and on airports.
- Methods, techniques, and safety precautions necessary to maintain airport systems.
- Firefighting apparatus, fire safety gear, fire fighting hand-tools and other firefighting tools and equipment.

Skills in:

- The use of a telephone, computer, printer, plotter, and other office equipment.
- The safe use and operation of various heavy and medium equipment which include but not limited to snow plows, tractors, loaders, blades and mowers.
- Technical understanding of low voltage systems and components.
- Basic understanding of building and hangar maintenance to include but not limited to automatic doors, plumbing, painting, and lighting and general facilities maintenance.
- Basic Aircraft Rescue and Fire Fighting (ARFF).
- Operating emergency vehicles in both emergency and non-emergency modes safely.

Ability to:

- Communicate effectively both verbally and in writing.
- Learn and follow department Policies, Procedures, and Protocols.

- Develop and maintain effective working relationships with, federal, state and local agencies, subordinates and the public.
- Establish meaningful goals and priorities.
- Qualify for initial and be able to maintain annual ARFF certification.
- Use hand and power tools required to maintain airport/terminal building systems.
- Operate medium and heavy equipment.
- Respond appropriately to emergency situations.
- Perform manual labor.

Physical Demands

- Must be able to bend, reach, push, pull, squat, climb, grasp and lift 50 pounds to waist level.
- Is in continual motion: walking, kneeling, bending and reaching for extended periods of time.
- Moderate climbing/balancing and kneeling are required.
- May occasionally sit or stand.
- May occasionally work at heights over 10 feet.
- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Operates hand and foot controls of airport maintenance equipment.
- Operates hand and power tools.

Working Conditions

- Work is performed in an airfield environment.
- Working conditions may range greatly from office duty to high-stress duties on the scene of a mass casualty incident.
- Work performed may include, but is not limited to, the following: aircraft traffic; exposure to dust, noise, fumes, oils and grease, pollens and organic materials, and all types of weather conditions.
- Exposure to dangerous situations with fire rescue emergency; including, but not limited to, smoke, heights, fire, fumes, heat, cold, emergency driving, etc.
- Wears and works in firefighter personal protective equipment when dictated by emergency situations.

Education & Experience

- H.S. Diploma/ GED
- One (1) year of training and/or experience related to airport operations, or maintenance processes and procedures is preferred.
- Prior work experience as a fire fighter, security guard, maintenance technician, is preferred.
- Specialized training will be provided by the employer.
- Experience with the use of emergency radio procedures preferred.

Special Requirements

- Successful completion of **pre-employment drug screening is required.**
- Must possess a valid driver's license.
- A twelve-month probationary period is a prerequisite to this position.
- Must be willing to obtain and successfully complete required training provided by Dickinson Municipal Airport Authority relating to Aircraft Rescue and Firefighting (ARFF) as defined by the U.S. Department of Transportation Federal Aviation Administration AC No: 150/5210-17A and other training as required.
- Employee must maintain grooming standards that allow them to properly wear their Personal Protective Equipment (PPE) and self-contained breathing apparatus (SCBA).
- Employee will be subject to a **10-year background check.** Conviction of any felony offense will be a disqualifying factor.
- May be required to report to work as early as 4:30 am.
- May be required to work rotating shifts, schedules, including weekends and holidays.
- May be required to be on-call including weekends and holidays for weather/snow events and emergencies.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Dickinson Municipal Airport Authority is an EEO/ADA employer.