



**AIRPORT OPERATIONS OFFICER
DEPARTMENT: AIRFIELD
DIVISION: OPERATIONS AND MAINTENANCE
GRADE: N119**

CHARACTERISTICS OF THE JOB

Under the general direction of the Airport Assistant Director of Operations and Maintenance, performs technical work in the office and field to assist in the safe and efficient operation of the airfield. Responsibilities will include analysis and communication of facts and observations to assist management in decision-making, completing airfield inspections, providing training to staff, issuing NOTAMs, and participating in special events. This is a 40-hour-per-week position with overtime as required. Work schedule may vary as needed and may include nights, weekends, holidays, and on-call status. Work is reviewed through observations and results obtained.

ESSENTIAL JOB FUNCTIONS

Administrative

Record Keeping

- Maintain training & compliance records for all airport staff and tenants.
- Implement/maintain digital inspection and work order program.
- Maintain/update regulatory documents
 - Airport Certification Manual
 - Wildlife Hazard Management Plan
 - Airport Emergency Plan
 - Airport Master Record (Form 5010)
 - Hurricane Plan
- Monitor/Maintain Noise abatement program; community noise complaints.
- Ensure proper coordination of temporary obstructions that may impact MLB airspace in accordance with 14 CFR Part 77 regulations.

Renew/Update Permits, Licenses & Certificates

- FWC Migratory Bird Depredation Permit
- FDEP Fuel Storage Facilities
- FDEP - NPDES Stormwater Program Reporting
- Mechanical Equipment Annual Certifications

Communicate as needed with regulatory agencies

- FAA, FDOT & TSA

Safety & Training

- Assist Safety & Compliance Officer with the development and delivery of training to staff in accordance with 14 CFR Part 139 regulatory requirements.
- Identify and mitigate potential safety risks/hazards.
- Keep up to date with changes to FAA and other industry standards and provide updates to staff.

- FAA Cert Alerts
- FAA Advisory Circulars
- Assist in the development and maintenance of the Airport SMS Plan/program.
- Oversee weather alerting system and notifications

Airside

- Conduct Airfield Inspections (Daily, Special, etc.) and issue compliance work orders as required.
- Oversee compliance of the airfield Sign & Marking Plan
- Liaison with airfield tenants & coordinate special requests
- Wildlife Officer - uphold the Airport Wildlife Hazard Mitigation Plan
- Issue NOTAMs as required
- Monitor construction activities and ensure regulatory and safety compliance.
- Perform quarterly and continuous surveillance inspections of fueling agents.
- Monitor for unknown or unapproved obstructions that may adversely affect aircraft operations.
- Respond to aircraft emergencies and provide

Landside

- Provide operational support within the terminal areas as needed.
- Assist/support ground support staff operations as needed.
- Provide excellent customer service to passengers.
- Assist in auditing keys issued for access to secure areas.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

Bachelor's degree or be in the final semester of a degree program in Aviation Management, Airport Management or related field. Relevant military airfield operations experience will be considered in lieu of degree. Must possess effective communication skills and the ability to engage and interact in a complex environment without direct supervision.

Licenses, Certifications or Registrations:

- Must possess and maintain a valid Florida driver's license.
- Obtain Part 107 Drone Operator within first two years of employment
- AAAE ACE Operations Certification (or ability to obtain within 1st year of employment)
- Must pass Airfield non-movement and movement area drivers training within five (5) months of hire.
- Must get signed off as a qualified Airfield Inspector within five (5) months of hire.
- Must get signed off as a qualified Wildlife Officer within five (5) months of hire.
- Must pass the required FAA security background investigation.
- Must attend an FAA Security Standards Class and successfully pass a test with a minimum score of 70.
- Must pass a pre-hire drug screen and random alcohol and drug testing.
- Must pass federal fingerprint based criminal history background check.

Knowledge, Skills and Abilities

- Working knowledge of two-way radio procedures for airfield movements.
- Skilled in prioritizing and coordinating simultaneous activities to ensure effective and efficient completion of the work assignment.
- Basic knowledge of pertinent Federal Aviation Regulations, specifically Parts 77, 139 and 150.
- Ability to analyze situations quickly and objectively and to determine a proper course of action during emergencies.

- Ability to establish and maintain effective working relationships within the Airport and City, with Federal and State and government agencies, and with consultants, contractors, and communities as required.
- Highly proficient in, and able to adopt and/or adapt to, basic computer programs including at a minimum Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to effectively operate a personal computer and printer in a network environment.
- Ability to work quickly and accurately to meet deadlines.
- Ability to communicate clearly, both verbally and in writing; excellent writing/composition skills.
- Ability to learn new software programs as necessary.
- Ability to speak, read and write in fluent English and to understand written and oral directions. Ability to learn, understand, and remember normal tasks.
- Ability to hear, speak, and understand conversation in English in a normal tone of voice.
- Ability to see and read letters, numbers, characters, or symbols and identify colors.
- Ability to use small hand tools which require the use of hands, wrist, and fingers.
- Ability to walk and work on unstable soil conditions.
- Ability to work in adverse weather conditions day or night, including very hot and humid weather.
- Ability to stand, sit, stoop, crawl, and kneel for prolonged periods of time.

PHYSICAL DEMANDS:

The work is medium and requires exerting up to 50 pounds of force occasionally, and up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT:

Work is sometimes performed in an environment in which personal errors may lead to significant physical or mental consequences for the incumbent and co-workers.