

## **INTERNSHIP OPPORTUNITY: OPERATIONS INTERN**

|                   |                    |                         |         |
|-------------------|--------------------|-------------------------|---------|
| <b>DEPARTMENT</b> | Operations         | <b>SALARY RANGE</b>     | \$22/HR |
| <b>REPORTS TO</b> | Operations Manager | <b>FLSA STATUS</b>      |         |
| <b>SUPERVISES</b> | N/A                | <b>DATE OF REVISION</b> | 9/2022  |

### **POSITION SUMMARY**

The Operations Intern will assist the operations department in the inspections of the airfield, data collection of noise issues and trend analysis reporting of operational data. This role will provide support to the operations department and tasks will be prioritized by the Operations Manager.

### **FUNCTIONAL RESPONSIBILITIES**

- Support of operational tasks
- Noise issue resolution
- Specialized research
- Safety and security tasks and activities
- Data logging and reporting

### **ESSENTIAL DUTIES**

- Support a variety of operational, administrative and public relations tasks
- Assist in the collection of operational and noise data, identify issues and report on trends
- Perform data logging and reporting
- Answer phones and conduct general office duties
- Provide event coordination support
- Conduct specialized research

### **CORE COMPETENCIES**

- Technical – Demonstrates capability in electronic tools to support work environment including email, word processing, spreadsheets, document management etc.
- Regulatory – Understands regulations and statutes governing operation of a public use airport
- Initiative – Generates ideas for improvement
- Teamwork – Shows commitment to the team's purpose and goals
- Interpersonal skills – Promotes a productive culture by valuing self and others
- Decision making – Uses sound judgment to make informed decisions
- Motivation – Displays energy and enthusiasm to approaching the job
- Communication – Expresses ideas effectively, listens actively
- Integrity – Adheres to policies and procedures, applicable laws, codes and regulations
- Accountability – Willingness to accept full responsibility in meeting airport goals and objectives

### **EDUCATION AND/OR EXPERIENCE**

- Working toward a Bachelor's degree (B.A.) or equivalent from a four-year college or university.

**LICENSE OR CERTIFICATIONS**

- Must possess and maintain a valid State of Florida Driver's License with a good driving record.

**WORK ENVIRONMENT**

|                                                   |                                                                                 |
|---------------------------------------------------|---------------------------------------------------------------------------------|
| <b>NORMAL HOURS/ DAYS OF WORK</b>                 | 8:00 a.m. to 4:30 p.m., Monday through Friday                                   |
| <b>DESCRIPTION OF DAILY WORK ENVIRONMENT</b>      | Work area is located in a private office in the Airport Administrative Offices. |
| <b>KEYS, AIRPORT PROPERTY AND ACCESS PROVIDED</b> | Keys:<br>Property:<br>Access Badge: Airfield Access – Driving privileges        |

**QUALIFICATION REQUIREMENTS:** TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

**PHYSICAL DEMANDS**

|                                  |                                                                                                                           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>STAND/WALK</b>                | Frequent walking and standing within Airport grounds and buildings                                                        |
| <b>SIT</b>                       | For most job tasks at a standard desk with a business chair; at meetings; to drive; to meet with others in their offices. |
| <b>TALK/LISTEN</b>               | To be able to orally communicate with staff, employees and others.                                                        |
| <b>DEXTERITY</b>                 | To be able to write, use the computer and the telephone.                                                                  |
| <b>CLIMB/BALANCE</b>             | To be able to reach items of height with supportive assistance, such as a ladder.                                         |
| <b>STOOP/CRAWL/ KNEEL/CROUCH</b> | To be able to access and repair items in low places or confined spaces.                                                   |
| <b>LIFT/MOVE/ PUSH/PULL</b>      | To be able to move supplies, materials and equipment up to 50 lbs.                                                        |
| <b>VISION</b>                    | To be able to use a computer (30-40% of the workday is spent at the computer); to read and write.                         |

Send resumes and cover letters to [scott@bocaairport.com](mailto:scott@bocaairport.com)