

**Roanoke Regional Airport Commission
Job Description**

Job Title: Airport Operations Officer	Updated: October 27, 2015
Department: Operations	FLSA Status: Non-Exempt
Reports to: Operations Manager and/or Operations Supervisor	Revised 1-3-2017

Posting: 17-011 April 16, 2018 – Until Filled. First review of apps April 26, 2018. Must complete and sign a Roanoke Regional Airport Commission Application to be considered. Application available at: www.flyroa.com

JOB SUMMARY:

Under general supervision of the Operations Manager and/or Operations Supervisor, monitors airfield, airport facilities, and personnel to ensure compliance with FAA, TSA, and Commission regulations and leases.

ESSENTIAL JOB FUNCTIONS:

1. Monitors and performs inspections of both airside and landside airport property and facilities to ensure Commission's and tenants' compliance with FARs 77, 139, TSR's 1520, 1540, 1542, and the safety of all users of the airport;
2. Reports discrepancies and unsafe conditions in a timely and accurate manner via work orders and use of the NOTAM system;
3. Assists in the development and updates of FAA required and other manuals and plans;
4. Assists in research for and preparation of bid specifications as requested;
5. Provides escorts inside the AOA and SIDA areas;
6. Coordinates with construction contractors;
7. Conducts runway inspections;
8. Performs snow removal and related duties, including friction testing and field condition reporting;
9. Serves as representative of Department in absence of senior operations personnel;
10. Performs necessary duties contributing to a clean, safe environment, ensuring compliance with Commission and applicable government regulations;
11. Monitors/participates in snow removal operations during assigned shift;
12. Performs necessary administrative duties contributing to the efficiency of Commission operations;
13. Conducts training and presentations on a variety of topics for groups of varying size and backgrounds;
14. Consistently exhibits satisfactory levels of performance and behavior;
15. Ensures work area and tasks are completed in an organized and timely manner;
16. Complies with established safety and security policies/procedures and performs all duties in a safe manner according to Commission, Federal and State regulations;
17. Wears and uses all required safety equipment and/or protective clothing at all times;
18. May be exposed to all types of weather conditions;
19. Performs other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of FAR Parts 139 and 77 as well as TSR Part 1542 required;
2. Excellent oral and written communications, organizational and interpersonal skills;
3. Must have writing skills capable of drafting and updating detailed manuals, contract specifications and reports without extensive editing or close supervision;
4. Ability to work, remain in control, and exercise sound judgment under pressure and in an emergency required;
5. Ability to work independently and demonstrate good decision making skills;
6. Ability to work in a group or team environment.

TRAINING, EDUCATION AND EXPERIENCE:

- A degree in a related field and/or experience and education in a closely related field in one of the following combinations is required;
- Bachelor's Degree in Aviation Management or closely related field highly preferred;
- In lieu of a four year degree, a minimum of a two year degree in a closely related field plus a minimum of two years of experience performing essential functions at a 139 certified airport preferred;
- In lieu of a four year or two year related degree, a combination of education and experience performing essential job functions at a 139 certified airport may be considered on a year-for-year basis;
- AAAE ACE (Ops) or Certified Member (C.M.) designation desirable.

SPECIAL REQUIREMENTS:

- Works rotating shifts including nights/evenings, weekends and holidays; subject to recall and round-the-clock operations when required;
- Valid Virginia driver's license will be required, CDL preferred and required within one (1) year of hire and have and maintain driving record acceptable to the Roanoke Regional Airport Commission and its insurance carrier(s);
- Must meet and maintain TSA security requirements for unescorted access to the Airport's Secure Area and all other Air Operations Areas.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

See Summary of Physical, Sensory, and Environmental Requirements.

COMPENSATION:

Grade – 5 Pay Range is \$15.43 to \$22.18 *Effective 1/3/2017*

Note: This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such as individual may be given.

**Summary Of
Physical, Sensory, Environmental, and Emotional Requirements
Needed To Perform Essential Job Duties**

Job Title: Airport Operations Officer

A. PHYSICAL REQUIREMENTS

1. **Lifting:**
Up to 60 lbs.
2. **Carrying:**
Up to 60 lbs.
3. **Pushing/Pulling:**
Up to 60 lbs.
4. **Use of Equipment:** Commission vehicles (car, truck, SUV, small and large size tractors, runway plow truck, runway broom, runway snow blower), walk-behind snow equipment, shovels, friction measuring devices, passenger loading equipment (jet bridge, loading bridge), firearms, pyrotechnics, 2-way radios, smart phones, computers and office equipment (printers, copiers, fax, scanner, cameras, etc.), PPE, weather and security monitoring equipment and software, fire extinguishers, AED

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting		X			
6. Standing		X			
7. Walking		X			
8. Bending			X		
9. Stooping			X		
10. Crawling			X		
11. Climbing			X		
12. Reaching Above Head			X		
13. Grasping a. One hand. b. Both hands.		X X			

14. Fine Manipulating: a. One hand. b. Both hands.		X X			
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B. ENVIRONMENTAL REQUIREMENTS

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposure to marked changes in temperature.	X				Indoor/outdoor work, exposure to extreme heat, humidity, and cold
2. Outside Work		X			Move from inside to outside frequently throughout the shift
3. Exposure to dust, fumes, odors, water, etc.		X			Construction, aircraft and vehicle exhaust, fumes, fuel, inclement weather, pollen, etc.
4. Exposure to biological, mechanical, electrical and/or chemical hazards.	X				Continuous exposure to aircraft, vehicles, tools, equipment, mechanical components and mechanisms, response to emergencies and medical calls, etc.
5. Normal (inside) environment.		X			
6. Noise		X			Radios, phones, aircraft and vehicle noise, firearms, pyrotechnics, etc.

C. SENSORY REQUIREMENTS

1. Eyesight a. Normal/Corrected b. Close eye work. c. Other	X	Necessary Necessary Necessary		Not Necessary Not Necessary Not Necessary	Explanation Color vision
2. Hearing a. Normal tones. b. Soft tones. c. Other	X	Necessary Necessary Necessary		Not Necessary Not Necessary Not Necessary	Distinguish tones, voices, wildlife sounds, etc.
3. Distinguish Smells	X	Necessary		Not Necessary	Chemicals or fumes
4. Distinguish Temperatures by: a. Touch b. Proximity	X X	Necessary Necessary		Not Necessary Not Necessary	

D. Other Comments: _____
