

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Airport Operations Specialist I	Job Code: 2244
Date: April 30, 2024	EEOC Code: SM
FLSA Designation: Non-exempt	Civil Service Status: Covered (UC)

DEFINITION: This is entry-level technical airport operations work assisting in the direction of airside operations to maintain the Provo's Airport Operating Certificate and coordination of airport security including airport security systems and facilities.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to an assigned supervisor and perform all work under close supervision. This work is distinguished by its entry-level and responsibility to assist with all airport safety and security operations as required by federal law. *Note: Employees are eligible for career series advancement as directed by policy.*

ESSENTIAL DUTIES: Assist with the inspection of airfield to comply with Federal Aviation Regulations including 14 CFR Part 139; closely monitor all airfield areas for disrepair and file work order requests; initiate work orders to resolve safety/operational problems; may recommend issuance of Notices to Airmen to provide current aviation conditions; assist with closing the airport if life-threatening runway conditions exist; ensure safe and smooth flow of aircraft during inclement weather and construction; assist with coordinating ramp/taxiway closures for maintenance, snow removal, or construction; complete all required paperwork, communication, and training to maintain FAA airport certifications; respond to inquiries, requests, and complaints; explain complaint procedures and provide direction to appropriate tenant and/or airline personnel; coordinate, oversee, and escort people during special events/projects; act as Airport Security Coordinator for commercial airline operations; assist with identifying, assessing, and resolving security issues; if needed, delay flights for rescreening or other issues; make passenger boarding decisions and inform airline personnel; ensure TSR 1542 compliance; strictly maintain authorized airfield access via ID/ media monitoring; monitor, inspect, and routinely patrol all airport areas for safety concerns, operational and security issues, and compliance with federal, state, and local laws, rules, and regulations; as needed.

Perform grounds maintenance on airport property; operate heavy equipment to plow snow, grade, mow or clear debris; remove snow from signs/markings as needed; ensure all airport electrical systems/equipment, radio equipment, landing direction indicators, air traffic control tower, access gates, parking toll booths, baggage belts, ticket counters, boarding gates, and all other airport-owned equipment is fully operational 24/7; use varied technology to provide daily wildlife management on airport property; coordinate with on-airport USDA wildlife biologist for wildlife management on close non-airport property; record aircraft/property damage and collect wildlife remains in wildlife incidents; use firearms and pyrotechnics as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and 1 year of progressively responsible maintenance and heavy equipment experience. Airport experience preferred. Department of Homeland Security background check required.

License(s)/Certificates: A valid, lawful Commercial Driver's License (CDL) is required, except for part-time employees. Airport Security Coordinator certificate and Airport Inspector and Airport Wildlife Hazard Management on-the-job training completion required within 1 month of

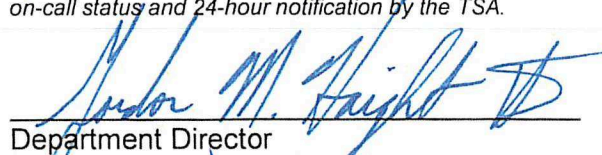
hire. Must obtain and hold an Airport SIDA badge during employment.

SELECTION FACTORS: *Knowledge of:* FAA and TSA laws, codes, rules, and regulations including 14 CFR Part 139 Certification of Airports and 49 CFR Parts 1540 Civil Aviation Security and 1542 Airport Security; policies and procedures established for work system; operations, functions, and terminology common to equipment/building maintenance; airport occupational hazards and safety precautions; basic English composition, spelling, and grammar. *Skill in:* organizing work and developing effective work methods; using heavy equipment for maintenance; proficiently using a computer; applying safety rules, regulations and procedures; handling assigned work-related projects; practicing trust-building behaviors. *Ability to:* use independent judgement to assess, mediate or resolve interpersonal, complex, or dangerous situations; quickly and accurately perform work; read, accurately interpret, and apply FAA and TSA updates and advisory circulars; meet deadlines; research and stay current with federal law; obtain and maintain confidential information; develop and maintain effective working relationships with the public, contractors, coworkers, committees, vendors, and others; deal with the public in a pleasant, courteous, and calm manner in all circumstances; provide good customer service; communicate effectively both orally and in writing; prepare clear, concise, and accurate reports develop and maintain effective working relationships with the public, airport users, and supervisors; safely use firearms; effectively resolve operational problems.

TOOLS AND EQUIPMENT USED: Computers, calculator, smartphone, 10-wheel dump truck with 24' plow and 24' broom, plow broom combo trucks, small excavation equipment, snow blower, front-end loader, large tractor, firearms.

PHYSICAL DEMANDS: Requires significant physical activity including walking, lifting (50+ lbs.), stooping, pushing, pulling, and driving. Requires sitting at work station for long periods.

ENVIRONMENTAL FACTORS: Requires exposure to bad weather conditions, hazardous materials, chemicals, fumes, and prolonged high noise levels. Must drive on a controlled airfield and walk through construction/development project areas. May periodically include exposure to high-stress situations or environments, including contact with the public, tenants, or others in confrontational or uncomfortable circumstances. *Note: Employee of this classification may be subject to on-call status and 24-hour notification by the TSA.*



Department Director

4/29/2024
Date



Mayor/Chief Administrative Officer

4/30/2024
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.